



GOVERNMENT OF MAHARASHTRA

Rules for admission to AICTE recognized first year of two year full time Post Graduate Degree Courses in Management namely Master of Business Administration (MBA) / Master of Management Studies (MMS)/ Post Graduate Diploma Course in Business Management (PGDBM)/ Post Graduate Diploma Course in Management (PGDM) for the year 2013-14

These rules are approved vide Government Resolution No. TEM-2013/C.N 86/TE-4 dated 24th May 2013

1.0 General:

This brochure gives the rules and information regarding the eligibility for admission to first year of two year full time post graduate degree courses in Management namely Master of Business Administration (MBA)/Master of Management Studies (MMS) and Post Graduate Diploma Course in Business Management (PGDBM)/ Post Graduate Diploma Course in Management (PGDM) in various institutes in Maharashtra. These rules govern the aspects of the Centralised Admission Process (CAP) and it also gives the rules and information regarding the Distribution of seats under various heads i.e CAP seats, Institute level seats, Minority seats etc.; various types of candidates; details of the Reservation of seats, Fees concession offered to eligible candidates, details of the Centralized Admission Process, details of the Admission rounds, Institute wise Information, etc.

These rules also incorporate the guidelines for the rules of admissions, which are to be carried out by the unaided institutes for Institute level seats and for the seats remaining vacant after the Centralized Admission Rounds.

The institutes which qualify for the admission process as per these rules are:

- Approved by All India Council for Technical Education (AICTE), New Delhi.
- Recognised by the Government of Maharashtra.
- Affiliated to any one of the Non Agricultural Universities in Maharashtra state.

Following are the types of Institutes in the Maharashtra state covered by these rules;

- a) All Government Management Institutes
- b) All University Departments of Management
- c) All University Managed Management Institutes
- d) All Unaided Management Institutes and/or its Association who have given consent to participate in the CAP rounds conducted by the State Government.

The admission to the management courses is centralized and is covered under Centralized Admission Process (CAP) carried out by the Competent Authority of the State of Maharashtra. The admission to the courses PGDBM and PGDM will be carried out by the Competent Authority of the State of Maharashtra as per the regulation of the All India Council for Technical Education, New Delhi. The Competent Authority of State Government shall follow any changes in these rules as per the regulation of the All India Council for Technical Education, New Delhi

1.1 Abbreviations used in the brochure:

AICTE	All India Council for Technical Education
ARC	Application form Receipt Center
CAP	Centralised Admission Process
CET	Common Entrance Test
CMAT	Common Management Aptitude Test
DTE	Directorate of Technical Education,(M.S) Mumbai
EWS	Economically Weaker Sections
FN	Foreign National
GoI	Government of India
GoM	Government of Maharashtra
HSC	Higher Secondary School Certificate (10+2 Level)
HU	Home University
MBA	Master of Business Administration
MMS	Master of Management Studies
NRI	Non Resident Indian
OHU	Other Than Home University
OMS	Outside Maharashtra State
PGDM	Post Graduate Diploma in Management
PGDBM	Post Graduate Diploma in Business Management
PIO	Persons of Indian Origin
SL	State Level Seats
SSC	Secondary School Certificate (10th Level)
SIMSREE	Sydenham Institute of Management Studies & Research and Entrepreneurship Education

1.2 Definitions :

- "CET": Means the entrance tests conducted by IIMs (CAT), IITs (JMET), AIMS (ATMA), XLRI (XAT), AIMA (MAT- conducted in 2013), AICTE(CMAT) for the admission to MBA/ MMS/ PGDBM/ PGDM courses.
- "Competent Authority" means the authority appointed by the State Government inviting Application to effect the Centralised Admission Process (CAP) by implementing these admission rules. Director, Technical Education is appointed Competent Authority in present case.
All the decisions of the Competent Authority in relation to CAP for admission to first year MBA/MMS shall be final and binding on the candidates participating in the CAP.
- "Candidate" means an applicant who desires to seek admission to first year of MBA/MMS, PGDM and PGDBM course for the year 2013-14.
- "Children/Wards of NRI": Candidate who is under the Guardianship of the NRI person
- "CET Score": Maximum marks secured by the candidate in CET for seeking admission to MBA/MMS, PGDBM and PGDM courses.
- "Director" means the Director of Technical Education, Maharashtra state.

- "Foreign Nationals": Citizens of all countries other than India who are not of Indian origin as defined under PIO.
- "Government Institute of Management" means institute run by the state Government to offer Post graduate degree programme / course in Management.
- "Inter se merit" means the order of merit as defined by the University area merit list / State level merit list / All India merit list / J & K Migrants Merit list as the case may be.
- "Non-Resident Indian (NRI)": means an Indian citizen who is ordinarily residing outside India and holds an Indian Passport.
- "OMS Candidate" means Outside Maharashtra State candidate who is an Indian National.
- "Persons of Indian Origin (PIO)": A Person having foreign citizenship (**except Pakistan and Bangladesh**) without "NRI" status, who holds a Foreign Passport at the time of sending application, consideration for admission and during the period of his/her study, and he/she or any one/both of his/her parents or any one/both of his/her grand parents is (or was)/are (or were) citizen(s) 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).
- "Representative of Competent Authority" means an officer appointed by the Competent Authority to assist the Competent Authority for smooth implementation of Centralised Admission Process (CAP).
- "State Government" means the Government of Maharashtra.
- "Sanctioned intake" means the number of seats sanctioned for admission to first year of the course as per the State Government resolution with reference to the AICTE's approval.
- "University Department of Management" means a Department of University which offers post graduate degree programme / course in Management.
- 'University Managed Management Institute' means institute run by a particular University which runs Postgraduate degree programme / course in Management.
- "Un-aided Management Institute" means an institute which is run by a private management without the support of any grants from the State or the Central Government.
- Web site means www.dte.org.in.

1.3 Sanctioned Intake and Seats available for allotment through CAP

As directed by the AICTE in reference with the rule under chapter 1.10(6) and in reference of judgement of Hon'ble e Supreme Court of India, New Delhi vide its final judgment in order C.A.NO.9048 of 2012 dated 13th December 2012 has laid down cutoff dates for the grant of approval by AICTE, University and State Government. Accordingly the intake of the courses approved for the AY 2013-14 will be considered for admission. Any approval granted after the aforesaid cutoff dates will not be considered for admission. The details of the judgment may be accessed at www.aicte-india.org>bulletin>circulars.

The seats available for allotment under CAP for different types of the institute are shown below.

Sr. No.	Type of the Institute	Seats available under CAP (% of Sanctioned Intake)
1.	University Departments (Amravati, Aurangabad, Jalgaon, Kolhapur, Nagpur, Pune, Nanded, Alkesh Dinesh Modi Institute for Financial & Management Studies, Mumbai and Jamnalal Bajaj Institute of Management Studies, Mumbai)	100%
2.	Government Institute (Both MMS & PGDBM courses in the Sydenham Institute of Management Studies & Research and Entrepreneurship Education, Mumbai).	100%
3.	University Managed Institute (Jankidevi Bajaj Institute of Management Studies, SNDT Women's University, Mumbai)	100% (only for women candidates)
4.	Unaided Non-Minority Institutes	80%
5.	Unaided Minority Institutes	Sanctioned Intake – (Minority Seats + Institute level seats)*

* As per Government Resolution No. अंशैस-२००८/प्र.क्र.१३३/२००८/का-१ दि. ०४/०७/२००८ and its amendment which may be published from time to time. The exact distributions of seats available for allotment shall be notified on the website before submission of options form of Centralised Admission Process.

1.3.1 Types of Seats under CAP:

There are two types of Seats under CAP a) Maharashtra Seats and b) All India Seats

a) Maharashtra Seats: These seats are further divided as follows,

1. State Level Seats (SL Seats)

These seats shall be available for allotment to all Maharashtra State candidates irrespective of candidate's Home University Area.

2. Home University (HU) seats: Certain percentage (Refer rule 4.0) of seats as per the type of institute is reserved for Home University candidates i.e. for the University under the jurisdiction of which that institute is located. Home University seats are available for allotment through CAP only for the Maharashtra candidates having their Home University status as of that University.

3. Other than Home University (OHU) Seats: Certain percentage (Refer rule 4.0) of seats as per the type of institute is reserved for Other Universities i.e. for the Universities other than the University under the jurisdiction of which that institute is located. Such seats are called as OHU seats. OHU seats of an Institute are available for allotment through CAP only for the Maharashtra candidates belonging to Universities in Maharashtra State other than the University under the jurisdiction of which that institute is located. Candidates can opt for the seat of any other University (excluding his/her home university) under this provision of OHU seats.

b) All India Seats (for MS and OMS candidates):

These seats are available for allotment through CAP for the both eligible Maharashtra and Outside Maharashtra State candidates. Provision of reservation for backward class categories is not available i.e. All India level seats are treated as belonging to the "General Category".

1.3.2 Seats for Jammu & Kashmir Migrant Candidates:

Provision of one seat over and above the sanctioned intake capacity in each management institute covered under the CAP is made for J & K migrant candidates belonging to:

- **J-1 Type:** The children of citizens who are displaced from Jammu & 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.
- **J-2 Type :** The children of officers belonging to Indian Administrative services, Indian Police Services, Indian Forest Services and children of the staff belonging to military and paramilitary forces, transferred to Jammu & Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application form and serving there during the Admission Process.
- **J-3 Type:** The children of staff and officers of J&K Police engaged in combating terrorism.

The J&K Migrant candidates aspiring to seek admission against the seats reserved for J& K migrant candidates should appear for CMAT/CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)

The candidates seeking admission against the seats reserved for J&K Migrant as defined above have to submit relevant Certificates shown in proforma A/B/C in support of their claim at the time of admission. The admissions against these seats are done strictly as per the inter se merit of the candidates claiming seats for J&K migrant quota. **A separate Merit List based on CET score for CMAT & other than CMAT shall be prepared for all J&K migrant candidates (i.e. J-1, J-2 & J-3) for the purpose of admission by counseling.**

1.4 Admissions of Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries / Ward of NRI

A. Admissions of Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries :

Aspiring candidates fulfilling the eligibility criteria for Foreign Nationals /PIO s/Children of Indian workers in the Gulf countries/ Ward of NRI shall submit their applications to respective institute for admissions to these Institutes.

each eligible Candidate who has filed application form for Admission on or before the last date will be assigned a provisional merit number. Merit of all eligible candidates will be based on the Rule 5.1

Note:

- 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.
- The admission against these supernumerary seats is permitted to the institutes only after the institute gets an approval from AICTE.

- If any seat 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.**
- 1/3rd of the 15 % seats shall be reserved for children of Indian workers in the Gulf countries and 2/3rd of the 15 % seats shall be reserved for the PIO/Foreign Nationals etc. However any vacant seats out of 1/3 category shall be reverted to the quota of 2/3 meant for PIO/FN.

B. Admissions of Children/Ward of NRI Candidates in Unaided Private Institutes:

- The eligible NRI candidates can apply for admission against the **Institute level seats**, only in Unaided Private Engineering Colleges/Institutes who have got an approval from AICTE to admit NRI candidates within the sanctioned intake.
- For admissions to **Unaided Private Institutes**, candidates are required to contact the Principals / Directors of the respective Institutes.
- The extent to which such NRI candidates shall be admitted is limited to **5%** of the sanctioned intake.
- NRI candidates will be required to pay fees as decided by the Shikshan Shulka Samiti (M.S.) Mumbai.
- 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.

2.0 Eligibility Criteria:

2.1 Basic Eligibility:

The candidate should fulfill the following eligibility criteria:

Passed with minimum of 50% marks in **aggregate*** or equivalent CGPA (45% in case of candidates of backward class categories and Persons with disability belonging to Maharashtra State only) in any Bachelor's degree awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognised by the **Association of Indian Universities**, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

OR

Appeared** for the final year examination of any Bachelor's degree to be awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognised by the **Association of Indian Universities**, or an equivalent qualification recognized by the Ministry of HRD, Government of India. Such candidates can be considered for provisional admission subject to passing the Degree exam with minimum of 50% marks in **aggregate*** or equivalent CGPA (45% in case of candidates of backward class categories and Persons with disability belonging to Maharashtra State only).

*Aggregate marks means the grand total of marks obtained by the candidate in subjects based on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination. The percentage of marks obtained by the candidate in the bachelor's degree

would be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100. *In case the percentage of marks in aggregate comes in fraction then percentage of marks in aggregate shall be rounded up e.g. 44.50 - 44.99 % shall be rounded to 45% and 44.01-44.49 % shall be rounded to 44%marks.*

***Candidates appeared for final year examination fulfilling the remaining eligibility criteria will be offered provisional admission subject to the condition that they will pass the examination with the required percentage of marks on or before 25th September 2013. if the candidate is failed and applied for revaluation of the result in such cases the admission to such candidate will be given on provisional basis subject to the condition that he/she will pass the examination with the required percentage of marks on or before 25th September 2013. Undertaking from such candidates shall be taken for forfeiting the right of admission and fees paid in case of not securing required percentage of marks in qualifying examination. In case, the candidate fails to produce the results of the final year examination on or before 25th September 2013, then admission offered to such candidate automatically cancelled and the fees (tuition, development and other fees) paid by the candidate of the academic year 2013-14 will be forfeited*

Note: Any issues related with eligibility shall be decided by the Competent Authority.

2.2 Eligibility Criteria for admission to Maharashtra State candidates through CAP:

1. Candidate should possess basic qualification as specified in rule no. 2.1.
2. Appeared for CMAT (Conducted by AICTE) for academic year 2013-14.

OR

Appeared for CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) for academic year 2013-14.

2.3 Eligibility Criteria for admission against All India Seats through CAP (shall be read along with Rule No 6.0,6.2):

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. Appeared for CMAT (Conducted by AICTE) for academic year 2013-14.

OR

Appeared for CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) for academic year 2013-14.

2.4 Eligibility Criteria for admission to J & K migrant candidates through CAP (shall be read along with Rule No 6.3):

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. Appeared for CMAT (Conducted by AICTE) for the academic year 2013-14.

OR

Appeared for CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) for academic year 2013-14.

2.5 Eligibility Criteria for admissions against seats for NRI/Foreign National/Foreign Student/ PIO/Children of Indian workers in the Gulf countries (shall be read along with Annexure III) at Institute Level:

1. Basic educational qualification as specified in rule no. 2.1.
2. Appeared for the CMAT (Conducted by AICTE) for the academic year 2013-14.

OR

Appeared for GMAT (conducted by GMAC, USA)/ CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT(conducted by AIMA)/ ATMA(conducted by AIMS)/XAT (conducted by XLRI) / CMAT

OR

Appeared for the CMAT (Conducted by AICTE) for the academic year 2013-14.

OR

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyantran Samiti, Bandra (E), Mumbai-51 for the academic year 2013-14

2.6 Eligibility Criteria for admission against Minority Seats/Institute Level Seats (shall be read along with Annexure III):

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. In case of Minority seats, the candidate should belong to the minority community/group for which the institute has secured minority status.
3. Appeared for the CMAT (Conducted by AICTE) for the academic year 2013-14.

OR

Appeared for GMAT (conducted by GMAC, USA only for NRI candidates) / CAT (conducted by IIMs) / JMET (conducted by IITs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI) for seeking admission to MBA/MMS for the academic year 2013-14

OR

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyran Samiti, Bandra (E), Mumbai-51 for the academic year 2013-14

GENERAL NOTES:

1. Better of two scores CMAT (1/2/3) will be used for admission for 2013-14.
2. Candidates securing Negative or Zero score in CMAT or in GMAT/CAT/JMET/MAT/ATMA/ XAT/ Association CET/Any other equivalent CET will **not be eligible** to get admission to MBA/MMS/PGDBM/PGDM course in the State of Maharashtra.
3. **Candidates who are appearing for MAT (conducted by AIMA) should note that the score of the MAT exam conducted in the year 2013 shall only be considered valid and will be accepted for the purpose of preparing merit list and admissions to MBA/MMS courses at Institute Level Seats.**
4. **Eligible NRI candidates** may be offered admission against the Institute Level Seats in Unaided Institutes.
5. Any other Common Entrance Tests which is not specified in rules 2.2. to 2.6 shall be considered as INVALID for the purpose of admissions.
6. Candidates aspiring to seek admission to the MBA/MMS/PGDBM/PGDM courses should follow the instructions given in **Annexure-I** for filling up On-line Application form(s), Registration for CAP and filling up the option form etc.
7. Candidate is advised to ensure before applying for the admission to the MBA/MMS/PGDBM/PGDM programme in a particular University that he/she is eligible for admission to the programme as per the relevant Eligibility Rules of that University.
8. J & K Migrant Candidates who have appeared for CMAT/CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) and seeking admission to MBA/MMS course against 15% All India Seats must fill in & confirm the application form for the MBA/MMS admission 2013.
9. Candidates seeking admission against the Minority Seats in Minority Institutes will have to fulfill any additional eligibility criteria as specified in the Government Resolution and its amendments which may be published from time to time.

3.0 Candidature Type and Home University for Candidates in CAP:

The Candidature Type and the Home University of the candidate plays an important role in the CAP. To be eligible as "Maharashtra State" candidate, candidate should have type of candidature as Type A or B or C or D status. Type of candidature further decides their status of Home University. The Candidature Type and the Home University of the candidate can be determined as per the guidelines provided in the following table. **Candidates have to carefully follow the guidelines and select their Candidature Type and Home University properly while submitting the application form for CAP.**

3.1 Type of Candidature for Maharashtra State candidates:

Sr. No.	Type of Candidature /Eligibility	Home University
1.	Type A :	
a	Passing HSC <u>and</u> Qualifying examination from Maharashtra state. OR Passing Diploma in Engineering / Technology / Pharmacy <u>and</u> Qualifying examination from Maharashtra State. and Candidate is Domiciled or Born in the State of Maharashtra	Non-Technical / Non Agricultural University in Maharashtra State from which the qualifying examination is passed.
Example: Home University for the candidate who has passed HSC from Ahmednagar and qualifying examination from a college affiliated to S.G.B. Amravati University shall be "S.G.B. Amravati University."		
b	Passing HSC from a school /college in Maharashtra <u>and</u> the Qualifying examination from ; <ul style="list-style-type: none"> • Babasaheb Ambedkar Technological University (BATU), Lonere in Maharashtra state. OR <ul style="list-style-type: none"> • Indian Institute of Technology (IIT) Mumbai and Candidate is Domiciled or Born in the State of Maharashtra	Mumbai University
c	Passing the HSC from a School /college in Maharashtra <u>and</u> qualifying examination from Agricultural College/University in Maharashtra State. and Candidate is Domiciled or Born in the State of Maharashtra	Non Technical / Non Agricultural University under the jurisdiction of which the Agricultural College is located in the State of Maharashtra.
Example : (i) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Kolhapur affiliated to Konkan Krishi Vidyapeeth, Dapoli will have Type of Candidature as "A" and Home University as "Shivaji University." (ii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Jalgaon affiliated to Mahatma Phule Agricultural University, Rahuri will have Type of Candidature as "A" and Home University as "North Maharashtra University." (iii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Nagpur affiliated to Punjabrao Deshmukh Agricultural University, Akola will have Type of Candidature as "A" and Home University as "R. T. M. Nagpur University." (iv) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Aurangabad affiliated to Marathwada Agricultural University , Parbhani will have Type of Candidature as "A" and Home University as "Dr. Babasaheb Ambedkar Marathwada University."		
Note: In the above illustration, the Agriculture colleges are selected at locations purely on imaginary basis for the purpose of illustration only.		
d	Passing HSC examination from a school /college in Maharashtra <u>and</u> qualifying examination from Maharashtra University of Health Sciences (MUHS), Nashik. and	Non Technical / Non Agricultural University under the jurisdiction of which the College of

	Candidate is Domiciled or Born in the State of Maharashtra	passing the qualifying examination is located.
<p>Example: A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from Medical College in Miraj will have Type of Candidature as "A" and Home University as "Shivaji University."</p>		
e	<p>Passing HSC examination from a school /college in Maharashtra and qualifying examination from a college in Maharashtra state affiliated to S.N.D.T. Women's University.</p> <p style="text-align: center;">and</p> <p>Candidate is Domiciled or Born in the State of Maharashtra</p>	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
<p>Example : A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from a college in Nashik affiliated to S.N.D.T. Women's University will have Type of Candidature as "A" and Home University as "Pune University."</p> <p>Note: These candidates should produce the Leaving or Bonafied Certificate issued by the College where the candidate passed/appeared the Graduation. These candidates should also produce the Domicile /Birth Certificate of Candidate indicating place of birth is in Maharashtra.</p>		
2.	Type B:	
	Does not satisfy as Type A But Candidate/ Father or Mother of the candidate is Domiciled in the State of Maharashtra.	Non-Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the Head Quarter of the Authority issuing the domicile certificate is situated in the State of Maharashtra.
<p>Example : A Candidate who has passed HSC from Nanded and qualifying examination from a college affiliated to Calicut University and the Father of the candidate is issued with a Maharashtra Domicile Certificate from Nagpur Authority will have Type of Candidature as "B" and Home University as "Nagpur University."</p> <p>Note: These candidates should produce the Domicile Certificate of Candidate/Father or Mother of the candidate at the time of submission of "Application form for Admission through CAP". 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 of the candidate clearly mentioning the name of the mother.</p>		
3.	Type C :	
	Does not satisfy as Type A and Type-B But Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the application for Admission.	Non Technical/Non Agricultural University in Maharashtra state under the jurisdiction of which the place of posting of Father/ Mother (who is a Government of India or Government of India Undertaking employee) is situated.
<p>Example: A candidate who has passed HSC from New Delhi and qualifying examination from a college affiliated to Bangalore University and whose Mother/Father is an employee in a Nationalised Bank located in Pune will have Type of Candidature as "C" and Home University as "Pune University."</p> <p>Note: These Candidates should produce Certificate in the proforma "D" regarding the employment status of Father/ Mother at the time of submission of "Application form for Admission through CAP". Such Candidates will not be able to claim provision of Backward Class Category candidates and candidates shall be treated as GENERAL/OPEN candidates</p>		

4.	Type D:	
	Does not satisfy as Type A, Type-B and Type-C But Father / Mother of the candidate is an employee of the Government of Maharashtra / Government of Maharashtra Undertaking.	Non Technical/Non Agricultural University in Maharashtra state under the jurisdiction of which the place of Posting/Headquarter of GoM/GoM Undertaking office of Father/ Mother is situated.
<p>Example: A candidate who has passed HSC from Kolhapur and qualifying examination from a college affiliated to Delhi University and whose father is an Employee in Law & Judiciary Department of the Government of Maharashtra and is on Deputation to Hon'ble Supreme Court of India, New Delhi will have Type of Candidature as "D" and Home University as " Mumbai University."</p> <p>Note: These Candidates should produce Certificate in the proforma "E" regarding the employment status of Father/ Mother at the time of submission of "Application form for Admission through CAP".</p>		

Note: Candidates who are eligible for Maharashtra State Seats as well as J & K Migrant Seats are allowed to claim for either Maharashtra State seats or J & K Migrant seats as per their choice at the time of submission of "Application form for Admission". Such candidates can not claim for both of these quotas. *If the candidate applies for both quota then he/she shall be treated as J&K candidate and his/her name will not appear in the merit list of Maharashtra State candidate.*

3.2 Type of Candidature for Outside Maharashtra State candidates

Sr. No.	Eligibility	Type of Candidature	Home University
1.	<p>Type OMS : (Indian National candidates not covered under rule no. 3.1) Passing HSC examination and / or the qualifying examination (Bachelor's Degree) from a college located outside Maharashtra state affiliated to any University which is not in Maharashtra State and not satisfying any of the conditions stated in Sr. No. 2, 3, 4 (i.e. Type B,C,D) above as regards to parent's status.</p> <p style="text-align: center;">OR</p> <p>Passing HSC examination from a school in Maharashtra and the qualifying examination (Bachelor's Degree) from a college located outside Maharashtra state affiliated to S.N.D.T. Women's University and not satisfying any of the conditions stated in Sr. No. 2, 3, 4 (i.e. Type B,C,D) above as regards to parent's status.</p>	OMS (Outside Maharashtra State)	-----

Candidate Claiming the Candidature as Maharashtra Type A/B/C/D and fails to submit the required documents specified above under the note then such candidates will be converted to All India Candidates and such candidates will be given the benefit of All India Seats Only.

3.3 Jurisdiction of the Home Universities in Maharashtra State:

The following table shows the details about the Home Universities in Maharashtra State along with their Head Quarters and their Jurisdiction.

S.No.	Home University	District in Jurisdiction	Competent Authority
1.	Dr. Babasaheb Ambedkar Marathwada University	Aurangabad, Beed, Jalna, Osmanabad	The Joint Director of Technical Education, Regional Office, Osmanpura, Station Road, Aurangabad-431005.
2.	Swami Ramanand Teerth Marathwada University	Hingoli, Latur, Nanded, Parbhani	
3.	Mumbai University	Mumbai City, Mumbai Suburban, Ratnagiri, Raigad, Sindhudurg, Thane	The Joint Director of Technical Education, Regional Office, World Bank Project Building, Govt. Polytechnic Campus, 49-Kherwadi, Aliywar Jung Marg, Bandra (East), Mumbai-400 051
4.	North Maharashtra University	Dhule, Jalgaon, Nandurbar	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, P.O. Box.219, Sumangaon Road, Nashik Road, Nashik-422101
5.	Pune University	Ahmednagar, Nashik, Pune	The Joint Director of Technical Education, Regional Office, E-412, Bahirat Patil Chowk, Shivaji Nagar, Pune – 411 016.
6.	Shivaji University	Kolhapur, Sangli, Satara	
7.	Solapur University	Solapur	
8.	S.G.B. Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, V.M.V.Road, Amravati – 444 603.
9.	R.T.M. Nagpur University	Bhandara, Gondia, Nagpur, Wardha	The Joint Director of Technical Education, Regional Office, Government Polytechnic Campus, Mangalwari Bazar, Sadar, Nagpur – 440 001.
10.	Gondwana University	Chandrapur, Ghadchiroli	
11.	SNDT Women's University	Entire Maharashtra	Director, Technical Education Mumbai

4.0 Allocation and Reservation of seats:

Break up of the seats available for admission through CAP (ref. rule no. 1.3) for all the types of Institutes is shown below.

Sr. No.	Type of Institute	No. of seats in % of sanctioned intake				
		Maharashtra State Seats		All India Seats	Institute Level seats	Minority community /group seats
		Home University area candidates	Other than Home University area candidates			
1.	University Departments- Amravati, Aurangabad, Jalgaon, Nagpur, Pune, Nanded, Kolhapur, Alkesh Dinesh Modi Institute for Financial & Management	70%	15%	15%	---	---

	Studies, Mumbai and Jamnalal Bajaj Institute of Management Studies, Mumbai.					
2.	Government Institute (Sydenham Institute of Management and Research & Entrepreneurship Education, Mumbai)	70%	15%	15%	---	---
3.	University managed Institutes (Jankidevi Bajaj Institute of Management Studies, SNDT Women's University, Mumbai), only for woman candidates.	85% (State Level seats) Women Candidates passing qualifying examination from any University in the state of Maharashtra are eligible under this provision.		15%	---	---
4.	Unaided Non-Minority Institutes	70% of 65% of SI coming under CAP	30% of 65% of SI coming under CAP	15%	20%	---
5.	Unaided Minority Institutes	70 % of M.S. Seats\$	30 % of M.S. Seats \$	15% of seats coming under CAP	20%	Minimum 51%

\$: M.S. seats =CAP Seats* - 15% of CAP Seats for All India

CAP Seats = Sanctioned Intake – (Minority Seats+ Institute Level Seats)

4.1 Reservation for Backward class Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the details shown in table below. The percentages of reservation are the percentages of the seats available for Maharashtra candidates (Maharashtra State seats) which are coming under the purview of the Competent Authority in the Government/Government Aided/University Department /Managed institutes/ Unaided Non-Minority Institutions. In Unaided Minority Institutes, there is no reservation for backward class category candidates; however reservation for backward class candidates can be implemented under CAP provided that the management of the institute gives the written consent.

Backward class candidates shall claim the category to which they belong at the time of submission of CAP application form for Admission. These are the minimum percentages of reservation exclusive of the backward class candidates securing allotment through General Merit.

Sr. No.	Type of Reservation	Percentage of Reservation
1	Scheduled Castes and Scheduled Castes Converts to Buddhism (SC)	13.0%
2	Scheduled Tribes including those living outside specified areas (ST)	7.0 %
3	Vimukta Jati & Denotified Tribes (VJ/DT) i.e. NT(A)	3.0%
4	Nomadic Tribes– 1 (NT-B)	2.5%

5	Nomadic Tribes– 2 (NT-C)	3.5%
6	Nomadic Tribes– 3 (NT-D)	2.0%
7	Other Backward Classes (OBC)	19%
Total		50%

Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to 2% of the seats, available for Maharashtra candidates (Maharashtra State seats), which are coming under the purview of the Competent Authority subject to **condition that seat remain vacant in the reserved category at the end of stage–I of allotment logic**. These seats are carved out during the allotment of stage-I and no separate seats are earmarked before the start of the allotment process. **SBC** Candidates having original category OBC will be considered at par with OBC Candidates.

4.1.1 All the candidates claiming the reservation for backward classes should submit "Caste certificate" in the name of the candidate issued by the Executive Magistrate/Metropolitan Magistrate in Maharashtra State clearly mentioning the Category of the candidate and also the remark that the caste is recognised as backward class category belonging to the State of Maharashtra at the time of submission of CAP application form for the Admission to MBA/MMS/PGDBM course.

4.1.2 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 submission of CAP application form for the Admission. **The policy of Social Justice and Special Assistance Department and Tribal Development Department of State Government will be made applicable in case of Caste/ Tribe Validity Certificate.**

4.1.3 The candidates belonging to VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "**Non Creamy layer Certificate**" issued by Sub Divisional Officer / Deputy Collector of the district in addition to the caste certificate at the time of submission of CAP application form for the Admission. **The "Non Creamy layer Certificate" should be valid upto 31st March 2014. if these candidates are not able to produce the Non Creamy layer certificate at the time of submission of CAP application form for the Admission, then such candidates will be treated as GENERAL category candidates and such candidates will not be able to claim Reserved seats in the admission process.**

4.1.4 Seats under reserved category in MS seats are to be offered to the Backward Class candidates belonging to the Maharashtra state only and no OMS candidate belonging to Backward Class will be admitted against these seats. ***If the Candidate is migrated from other state and got the migrated caste certificate then such candidates will not be considered for the benefit of the reservation, such candidate will be considered as General Candidate.***

4.2 Reservation for Persons with Disability Candidates :

As per the provisions in **Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act, 1995**, three (3) per cent seats of total sanctioned intake capacity **of all the institutes** shall be reserved for Persons with Disability candidates. ***These seats shall be within the sanctioned intake of the institute and reserved only for Maharashtra State Candidates having type A and B as mentioned in Table of rule 3.1.***

Out of the three percent reservation for Persons with Disability candidates:

- **PH-1** : Visually impaired (blind) candidates (P1)
- **PH-2** : Speech & hearing impaired (dumb and deaf) candidates, (P2)

- **PH-3:** Candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3).

Certificate required: The candidate shall produce a certificate, in the prescribed proforma, "F", from the Director, All India Institute of Physically Handicapped, Mumbai or Dean/Civil Surgeon of **the Government / CIVIL HOSPITALS** normally located at the District Headquarters, regarding his or her physical disability, and ability to undergo all parts of syllabus for the normal course. Candidates suffering from Dyslexia, Dysgraphica & Dyscalculia are required to produce certificate(proforma F-1) issued by the 'Learning Disability Clinic, Lokmanya Tilak Municipal General Hospital, Sion, Mumbai-22'.

1. The percentage of Handicap should not be less than 40% and the nature of disability should be permanent. (Proforma F & F-1).
2. Allotment of the seats reserved for the Persons with Disability candidates shall be done on the basis of merit list of respective PH categories of such candidates. These seats are available in home university area seats only, however also available in state level seats at PGDBM Course of SIMSREE, Mumbai and MMS Course of SNTD, Mumbai.
3. It should be noted that the Persons with Disability candidates on admission to MBA/MMS/PGDBM/PGDM courses will not be given any exemption or additional facilities in the academic activities other than those which may be provided by the respective Universities.

5.0 Selection basis and Selection Procedure adopted for admission through CAP:

5.1 Assignment of merit number:

5.1.1 Merit Number:

There shall be different Merit lists as given below

a) Merit List for Maharashtra State Seats (Based on CMAT Score): Each Maharashtra State candidate who has **appeared in the CMAT will** be assigned a State level Merit Number, a Home University area Merit number, Category merit no. (as applicable) etc.

b) Merit List for All India Seats (Based on CMAT Score): Each All India candidate who has appeared in CMAT will be assigned a State level merit number.

c) Merit List for candidates (Based on other than CMAT Score): All candidate who has appeared in CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) will be assigned a State level merit number.

d) Merit List for J & K Migrant Seats (Based on CMAT Score): Each J & K Migrant candidate who has appeared in the CMAT will be assigned a State level J&K Merit Number based on CMAT score.

e) Merit List for J & K Migrant Seats (Based on other than CMAT Score): Each J & K Migrant candidate who has appeared in the CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) will be assigned a State level J&K Merit Number based on other than CMAT score.

Important Note:

- The Merit List for All India Seats & J & K Migrant Seats (based on other than CMAT Score), shall be prepared based on the highest percentile/score obtained by the candidate either in CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) Examination.

- The Competent Authority of Maharashtra State reserves the right to choose the methodology to prepare the inter-se-merit list for **All India (MS & OMS)** candidates based on the above criteria.

5.1.2 Relative merit in case of equal marks:

In the case of candidates securing equal CMAT Score, their relative merit will be determined on the basis of the following order of preference:

- a) higher percentage of marks scored in the aggregate at the HSC (Std. XII) or its equivalent examination will get preference.
- b) higher percentage of the marks scored in the aggregate at the SSC (Std. X) or its equivalent examination will get preference.
- c) Birth date of the candidate (Elder candidates will get preference)

Note: The seats will be allotted to the candidates strictly on the basis of their merit number in the respective merit list (i.e. University Area / State level / OMS candidates / J&K migrant candidates etc.), options given by the candidate and the number of seats available for that candidate during the process of allotment.

5.2 Selection basis:

a) A candidate desirous of seeking admission through CAP should fulfill the eligibility criteria as laid down in Rule 2.0

b) The candidate's name should figure in the concerned merit list (Respective University level / State level General Merit list / All India merit list / J&K migrant merit list) prepared for admission as defined in Rule No 5.1.1

Note:

- ◆ **It shall be responsibility of the candidate to keep abreast of notifications displayed on the official website from time to time and follow the instructions given therein.**
- ◆ In case the details pertaining to the Home University, Type of candidature, Category of reservation etc. claimed by the candidate on his / her application is **not correctly depicted in the provisional result, then the candidate has an opportunity to correct the same by reporting to the concerned ARC authority** along with documentary proof (Photo copy of the filled application form) **within the time as specified in the schedule** (Grievance period) from the date of display of **provisional** results. However, **Candidate's request/ representations regarding *change of* the backward class category, status of home university and type of candidature will not be considered as complaints/grievances and will not be taken into consideration.**
- ◆ Failing to get necessary correction within the grievance period, the candidate loses the chance to get the corrections done later and he/she will have to take part in the CAP as per the result declared.
- ◆ **If at a later stage it is found that, the candidate has furnished wrong information and/or submitted false and/or forged documents then the candidate shall lose claim on the admissions. He/she shall forfeit the entire fees of the course and also liable for legal/penal action.**

6.0 Centralized Admission Process (CAP):

For the academic year 2013-14, the Competent Authority shall conduct total four (4) rounds of Centralized Admission as per the logic given in Rule No 6.1.3.

1. CAP Round I –by Centralized Allotment Process for Maharashtra State and All India Seats based on CMAT Score only based on only one of the best 3 (three) against 100 (hundred) given options
2. CAP Round II - by Centralized Allotment Process for Maharashtra State and All India Seats based on CMAT Score against 100 (hundred) given options
3. CAP Round III – by Centralized counseling for eligible Maharashtra State candidates based on CMAT Score.
4. CAP Round IV – by Centralized counseling for all eligible candidates whose CET score based on other than CMAT.

The Competent Authority shall allot the seats coming under its purview.

Details of purchase of Application Kit, filling up & confirmation of Online Application form, filling up & confirmation of Option form for Round, eligibility for each round of CAP, method of reporting after each round, availability of seats for each round, Reporting and such other details are given in the **Annexure-I**.

Various documents needed by the candidate while attending the CAP is given in **Annexure-II**. Candidates are requested to read carefully the details of CAP given in these Annexure and follow instructions given therein.

6.1: CAP Rounds for Maharashtra State candidates

6.1.1 CAP Round I: Direct Allotment on CET Score based on CMAT

Allotment of seats for Home University seats and State level seats for other university candidates coming under CAP is carried out as per the logic explained in the rule 6.1.4. Stage-I, Stage-II, Stage-III, Stage-IV, Stage-V, Stage-VI and Stage-VII shall be used for CAP Round-I.

6.1.2 CAP Round II: Direct Allotment on CET Score based on CMAT

Allotment of seats for Home University seats and State level seats for other university candidates coming under CAP is carried out as per the logic explained in the rule 6.1.4. Stage-I, Stage-II, Stage-III, Stage-IV, Stage-V, Stage-VI and Stage-VII shall be used for CAP Round-II.

Note : The seat tag i.e. Reserved, PH, HU, OHU etc. shall be maintained till stage-V of CAP Round-II. The number of the available seats for admission, type of seat tag etc. will be made available to the eligible candidates before filling up of the option form for CAP rounds I and II.

6.1.3 CAP Round III- Admission by Centralized Counseling on CET Score based on CMAT for Maharashtra State candidates only:

- CAP Round III : For eligible Maharashtra State candidates based on CMAT Score

CAP Round-III of admission will be conducted only for eligible Maharashtra State Candidates whose names have appeared in Merit list for Maharashtra State Seats based on CMAT Score (subject to eligibility of participation as set out in the Annexure-I).

During CAP Round III 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 MS 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 Home University, other than Home University, Backward Class, Persons with Disability etc) and also all the vacant All India Level Seats shall be treated as GENERAL seats and will be offered to MS candidates.

At the end of CAP Round III for MS candidates, all seats remaining vacant shall be treated as GENERAL seats and shall be offered by Counseling to all eligible candidates whose CET score is based on other than CMAT in CAP Round IV.

General Notes:

- Allotment for Home University seats and State level seats will be carried out as per *inter se* merit of University area merit number / Maharashtra State merit number respectively of CAP Round-I and II.
- Seats will be allotted to candidates as per their *inter se* merit, as per the options filled in the online option form and the number of seats available at that point of time in the stage of CAP Round-I and II.
- All candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage even if they have been allotted / not allotted a seat in the previous stage.
- During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate in the online option form according to availability of seats at that point of time.
- 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.
- 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.
- Allotment against the first available option in the order of options filled in the online option form is retained as final allotment.
- The allotment will be made available on Website. The allotment displayed will show only the provisional allotment offered to the candidates.
- **No personal communication /Allotment letters in this regard will be issued to the concerned candidates. The allotment displayed on the website is only for the information to the candidates and does not carry any authoritative meaning. The authorized document for the allotment will be the institute wise allotment list and which will be authenticated by the competent authority.**
- The logic for the following stages will be implemented using computer software for the centralised allotment.
- The candidates securing allotment are required to confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission on or before the last date specified for the same. **No personal communication in this regard will be issued.**

6.1.4 Logic for allotment for CAP Rounds:

The seats available for the implementation of this logic will include the Home University area seats and Other than Home University area seats for other university area candidates coming under the purview of Competent Authority for the seats of Maharashtra State quota.

Stage –I: For all the MS candidates

- All the candidates (open / reserved / male / female) of all the categories shall be considered for allotment as per their University area / State level *inter se* merit.
- **Backward class category** candidates shall be considered for allotment in open category seat by virtue of their merit or in their respective category of reservation if open category seats are not available at their merit.
- **SBC category** candidates shall be considered for allotment in open category by virtue of their merit. SBC Category candidates having original category OBC shall be considered for allotment in their original category of reservation by virtue of their merit if open category seats are not available as per their merit.
- **Persons with Disability category** candidates shall be considered for allotment for the seats reserved for them in their **respective Home University area seats** by virtue of their merit or in open category as per their inter-se merit if the **respective Home University area seats** reserved for Persons with Disability candidates are not available as per their merit.

Stage -II: For Special Backward Class category candidates

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

Stage -III: For respective groups of Backward Class category candidates

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

Stage-IV: For all Backward Class category candidates

- Seats remaining vacant in Backward Class categories after completion of Stage -III, shall be made available to the candidates of all the backward class categories together, on the basis of their Home University Area / State level *inter se* merit.
- The backward class category candidates already allotted in Stage-I & III shall be tried for allotment on upward choices.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancies created shall be allotted by running the complete iteration from top of the University area / State level merit list of all backward class categories combined together.

Stage-V: 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-2and P-3 taken together), on the basis of their combined *inter se* merit.

Stage -VI: For all the candidates without HU and OHU Seat Tag

- The seats remaining vacant after completion of stage V, Stage-I, Stage-III and Stage IV shall be considered for allotment without HU & OHU Seat Tag on the basis of *inter-se* merit.
- Candidates already allotted in Stage-I, II, III, IV and V shall be tried for allotment on upward choices.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancy created shall be allotted by running the complete iteration from top of the University level / State level as per *inter-se* merit.

Stage -VII: For all the candidates without any reservation

- After completion of Stage-VI, the seats remaining vacant, if any, shall be considered for allotment to all the candidates (Open/reserved) without any type of reservation, HU and OHU on the basis of *inter-se* merit.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancy created shall be allotted by running the complete iteration as per the *inter-se* merit list of all categories combined together.

Summary of "Rules of Reporting" in the CAP process

CAP Round No.	No. of Options to be filled in	No. of the option allotted for which confirming Admission is Mandatory	Remarks
First	100 options (Min. 1 and Max. 100)	Any one of the first Three options	Candidate has to confirm the admission, if he/she gets allotment of any one choice from first three options. Such candidates will not be able to participate in further rounds of CAP i.e. Round-II ,III & IV, irrespective of the fact that such candidate confirms the admission or not. Other candidates who have got allotment between options 4~100 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 & IV.
Second	100 <i>fresh options</i> (Min. 1 and Max. 100)	Any one of the options allotted	Candidate has to confirm the admission, if he/she gets allotment of any one of the options, such candidate will not be able to participate in III & IV rounds of CAP, irrespective of the fact that such candidate confirms the admission or not.
Third round by Counseling	---	Seat available will be offered to candidates eligible to participate in Round-III as per inter se merit based on Merit List for Maharashtra State Seats (Based on CMAT Score)	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)
Fourth round by Counseling	---	Seat available will be offered to candidates eligible to participate in Round-IV as per inter se merit based on Merit List for candidates (Based on other than CMAT Score)	All available seats will be treated as General Seats and will be offered to All candidates who are eligible to participate in CAP Round-IV (Counseling Round)

For details refer "Rules of Reporting" given in Annexure-I.

6.2 CAP Round-I/II: Direct allotment for All India seats-

- **There shall be two rounds of direct allotment of CAP for All India candidates.**
 - **CAP Round I:** shall be for candidates with CET Score based on CMAT
 - **CAP Round II:** shall be for candidates with CET Score based on CMAT– seats remained vacant at the end of CAP Round I shall be allotted to the eligible candidates on the basis of CET Score based on CMAT.

6.2.1 CAP Round IV- Admission by Centralized Counseling on CET Score based on other than CMAT for All candidates .:

CAP Round-IV of admission will be conducted only for eligible Candidates whose names have appeared in Merit List for candidates (Based on other than CMAT Score) & subject to eligibility of participation as set out in the Annexure-I.

During this round of admission by Counseling, no seat tag will be applied i.e. seats remaining vacant after the end of CAP Round III by counseling for Maharashtra State candidates, seats remaining vacant shall be available as GENERAL seats and shall be offered solely on the basis of inter-se merit of all eligible candidates.

Refer Annexure-I for details of eligibility for each round, procedure for applying etc.

- All India Seats, which may remain vacant for whatsoever reason till the start of Round-III, shall be treated as GENERAL seats and will be made available to eligible Maharashtra State candidates of CAP round-III.

- The direct allotment of seats will be done through computer as per inter se the merit of the candidate, options filled by the candidate and the availability of the seats at that point of time during the process of allotment.
- The best possible option is retained as final allotment. The final allotment list will be displayed on website as per the schedule.
- In case of Maharashtra State candidates, who have applied as a All India candidate and Maharashtra State candidate, will have to fill in only one Application and Option form. His/her options will be considered for allotment for both the Maharashtra State seats as well as All India Seats as per inter se merit in the respective merit lists and **only one best possible option will be allotted**. If the Maharashtra State Candidate by virtue of his/her inter-se merit of Maharashtra State as well as All India getting the allotment of particular choice code of the institute then All India seat will be allotted to such candidates.
- All the candidates will have to report for admission to the Respective Institutes as per the schedule. **No personal communication in this regard will be carried out. It will be the responsibility of the candidate to see their allotment on the given website.**
- Candidates securing allotment will confirm the admission by reporting at the Respective Institutes mentioned in allotment list with the identity proof, original certificates needed for admission and on payment of full fees on or before the last date specified for the same. Refer Annexure-I for details of CAP rounds, reporting etc.
- The admission will be confirmed only after scrutiny of all original documents and payment of the entire fees as prescribed by the respective institute and also approved by the Shikshan Shulka Samiti.

6.3 Admission Round by Counseling for J&K Migrant candidates:

Admission Round by counseling for J&K Migrant candidates shall be executed in two stages as given below.

- **Round I:** shall be for eligible J&K Migrant candidates with CET Score based on CMAT
- **Round II:** shall be for eligible J&K Migrant candidates with CET Score based on other than CMAT – seats remained vacant at the end of Round I shall be allotted to the eligible candidates on the basis of CET Score based on other than CMAT.
- The Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020, Mumbai will act as the Admission Authority for these admissions.
- These admissions will be carried by counseling at Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020.
- Candidates seeking admissions against the seats reserved for the J&K migrants and whose names have appeared in the J & K merit lists, are required to report to the **Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020**, for admission as per the schedule.
- These admissions will be made strictly in the order of merit from amongst the candidates who are eligible for J & K migrant quota and who present themselves for admission at SIMSREE, as per the schedule, against the seats available in the various Institutes.
- **Candidates claiming admission against J & K migrant quota will have to produce evidence in support of their claims. Candidate failing to produce necessary certificates in ORIGINAL at**

the time of allotment by counseling will be considered not eligible and name of such candidate will be removed from the merit list of J & K Migrant candidates.

- Candidates reporting late for the admission or candidate, who remain absent, will not be considered for the allotment process and requests of such candidates regarding reconsideration will not be entertained under any circumstances
- Candidates will have to confirm the admission accepted by him/her by paying the requisite amount of fee to the respective institutes.
- Admissions once confirmed shall be FINAL and candidates shall not be allowed to seek transfer of their admission to some other institution.

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

- a. 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.
- b. **The admission against these 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.**
- c. As on today no Government/University Managed/University Department has received permission from AICTE for creation **of supernumerary seats**. If such a permission is received on or before starting of academic year 2013-14, the same will be notified by the Directorate of Technical Education on the website: www.dte.org.in/mba2013 and the admissions to such seats will be carried out by the Directorate of Technical Education, M.S., Mumbai
- d. For admissions to **Unaided Institutes** who have received permission by the AICTE to admit such candidates, aspiring candidates are required to contact to the Directors/ Principals of the respective Unaided Institutes.
- e. 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.**

7.0 Reporting at the Institute:

- 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)
- Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
- After substantiation of the identity and scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form **as prescribed by the concerned institute** and confirm the admission offered.

- 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.
- The system shall automatically generate letter of **confirmation/cancellation** 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 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.
- It is the responsibility of the Director/Principal of concern 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.
- 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.

8.0 Admissions against CAP Vacancies:

The seats remaining vacant after offering admissions to the candidates through CAP due to non reporting and cancellation after CAP Round-IV will be filled in by the managements of the respective institutes. Admission authorities of the respective institutes will have to process these admissions strictly as per the guidelines given in Annexure -III.

9.0 Fees:

Candidates who have secured admission for the first year of MBA / MMS / PGDBM / PGDM are required to pay the fees:

- At the Government/Aided/University Departments as approved by the State Government or the respective University.
- At the respective private institute as approved by the Shikshan Shulka Samiti, Bandra (East), Mumbai.

9.1 Fees concession/reimbursement:

The concession (if any) in the tuition and development fees may be offered to following candidates.

- Maharashtra State candidates belonging to Reserved Categories
- Maharashtra State candidates belonging to Economically weaker sections

Reserved category candidates are required to submit Caste certificate, Caste/Tribe Validity Certificate, Non Creamy Layer Certificate (if applicable) for claiming fee concession. Similarly candidates belonging to Economically Weaker section will be required to submit the Income certificate from competent authority for claiming fee reimbursement. However, the directives issued by the State Government from time to time with regard to requirement of additional certificates and mode of fees reimbursement shall be binding on such candidate.

Note:

- a) The extent of fees concession, nature of fees concession (loan/scholarship), requirements of certificates etc. will be decided by the State Government and same shall be binding on the candidate.
- b) The details of the fees concession (if any) will be made available to aspiring candidates at the time of filling of Option Form for CAP Round-I.

9.2 Refund of Tuition, Development and Other fees after cancellation of admission secured through CAP rounds, Institute level round(s) and Vacancy Round(s) of admissions:

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

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

The candidate who has been provisionally admitted may cancel admission by submitting an application for cancellation in duplicate, in the prescribed pro forma - O and may request for refund of fees. 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.	Request Received before cutoff date & if a seat is filled before the cutoff date	Entire fee less Rs. 1000/-
2.	Request received before cutoff date but 'a seat' could not be filled before cutoff date	No Refund (except security deposit)

Note:

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

10.0 Age limit:

There is no age limit for admission to first year of two year Post Graduate course in Management viz. MBA / MMS / PGDBM / PGDM.

11.0 Miscellaneous:

- There shall be no transfer of students at any stage from Govt./Govt. aided / University Department/ University managed/Unaided institute to any other institute in the Maharashtra and no transfer of students from any institute located outside Maharashtra to any institute in the Maharashtra.
- The medium of instruction for the MBA / MMS / PGDBM / PGDM programmes in all the Universities in the State is **English**.

- At the time of seeking admissions, a candidate will be provisionally admitted to MBA / MMS programme at a college/an institute subject to the production of the Provisional Eligibility Certificate from the University to which the college/institute is affiliated or by which the College / Institute is recognized, and its subsequent confirmation by the University. **Each of the candidates is advised to ensure before applying for admission to the MBA /MMS/PGDBM/PGDM programme in a particular University that he/she is eligible for admission to the programme as per the relevant Eligibility Rules of the University.**
- The Head of the college / institution may refer a candidate to the appropriate medical authority to ascertain the physical fitness or otherwise before admitting him / her to the programme / the hostel, as per the requirements of the programme / the rules of the Hostel Admission.
- The Head of the college / institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.
- If the Admission Authority or an institution affiliated to/recognized by/or which is autonomous but is located in the area of jurisdiction of a University deliberately, willfully with an intention to defraud, makes admissions in excess of sanctioned intake of the institute as specified in these rules, except as provided for in these rules, the examination authority of the concerned university shall not allow such candidates admitted in excess of the sanctioned intake capacity, to appear at any of the relevant examinations unless explicitly permitted by the Competent Authority. The Competent Authority may consider to grant such an approval as it may deem fit for the excess admissions done.
- Each of the candidates seeking admission to MBA/MMS and PGDBM is required to give the undertaking at the time of admission at the Institute.
- Students belonging to **Muslim/ Christian/ Buddhist/ Sikh/Parsi community** can apply for the 'Merit-cum- Means Based Scholarship Scheme' of Government of India. The eligibility criterion, procedure for application, application proforma and scheme details are available on www.dte.org.in/mcm/ and <http://minorityaffairs.gov.in/>.
- Students belonging to **Muslim/ Christian/ Buddhist/ Sikh/Parsi/Jain community** can apply for the 'State Government scholarship for Professional & Technical Education' of Government of Maharashtra. The eligibility criterion, procedure for application, application proforma and scheme details are available on *DTE website* and <http://mdd.maharashtra.gov.in/>.

12.0 Conduct and Discipline

- If any student studying in any MBA/MMS/PGDBM college/institute in the State is found indulging in antinational activities, or in activities that run contrary to the letter and spirit of the provisions of Acts and Laws enforced by the Government, or any activity that causes his / her behavior to be contrary to rules of discipline, will be liable to be expelled from the College / Institute forthwith without any notice by the Principal of the College / The Director of the Institute.
- If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, at any time, found to be false or incorrect and willful suppression of facts, his / her admission will be cancelled forthwith. The fees will be forfeited and he / she may be expelled from the college / Institution by the Director/ Principal and prosecuted, if deemed necessary. An appeal against the order of cancellation of admission / expulsion, however, may be referred to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final and binding on all concerned.
- The provisions made in the Maharashtra Prevention of Malpractices at University, Board and Other Specified Examination Act 1982 is applicable to MBA/MMS admission.

- **Action against ragging: Maharashtra Prohibition of Ragging Act 1999 and its amendments which may be published from time to time. The Act is in effect from 15th May, 1999 has the following provisions for Action against Ragging**

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the Head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

Any Acts or its amendments which may be published from time to time or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission.

IMPORTANT:

Candidates should note that:

- **Certificates should be strictly as per the Proforma- no deviation is permitted**
- **Certificate should be typed on Letter head of the organization**
- **Certificate should bear Name of the Authority, seal of the office, outward no. etc.**
- **Enclose necessary supporting documents wherever necessary.**

Proforma – A

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

This certificate is issued for the purpose of his / her son / daughter’s admission to Post Graduate Degree course in Management in Maharashtra State for the year 2013-14.

Date:

Head of the Office

Place:

Seal of the Office

Proforma – B

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

Reference. No.:

Date:

CERTIFICATE

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

The details of refugee status is as under.

- Ration card Number:
- Names of the members on the ration card:

This certificate is issued for the purpose of his / her admission to Post Graduate Degree course in Management for the year 2013-14.

Date:

Head of the Office

Place:

Migrant / Refugee Camp

Seal of the Office

Proforma – C

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

This certificate is issued for the purpose of his / her admission to Post Graduate Degree course in Management for the year 2013-14.

Date:
Place:

District Collector

Seal of the Office

Proforma – D

(For Type C candidates)

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

Reference. No.:

Date:

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity ofin
(Designation) (Name of the Organisation /Establishment/Department)
..... This Organisation /Establishment / Department is under
Department of Govt. of India / Govt. of India undertaking.
Shri / Smt. is transferred toin Maharashtra State vide
transfer order No..... Dated.....

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

This certificate is issued for the purpose of his/her / his son or daughter / her son or daughter’s admission to Post Graduate Degree course in Management for the year 2013-14.

Date:
Place:

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

Seal of the Office

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

**Proforma – E
(For Type D candidates)**

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

Reference. No.:

Date:

CERTIFICATE

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

This Organisation /Establishment / Department is underDepartment of Maharashtra State Govt. / Maharashtra State Govt. undertaking.

Shri / Smt. is posted at vide appointment/transfer order No..... Dated.....

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

This certificate is issued for the purpose of his / her son / daughter’s admission to Post Graduate Degree course in Management for the year 2013-14.

Date:
Place:

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

Seal of the Office

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

Pro forma – 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
..... on He / She has(Name of the Physical
Disability) which comes under the sub category Blindness (**P1**)/Speech & Hearing impaired(**P2**)/Orthopedic
disorder (**P3**)

Certified that:

1. The percentage of handicap is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Two Year Post Graduate Degree course in Management without any special concessions and exemptions.
4. 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 Two Year Post Graduate Degree course in Management in Maharashtra for the academic year 2013-14.

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)

Seal of the Office

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:

1. The percentage of handicap is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Two Year Post Graduate Degree course in Management without any special concessions and exemptions.
4. 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 Two Year Post Graduate Degree course in Management in Maharashtra for the academic year 2013-14.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

**Proforma- I
UNDERTAKING**

(To be submitted at the time of verification of documents at ARC and at the time of admission at the admitted Institute by all the candidates)

(Strike out whichever is not applicable)

- a) I.....(Name of the Candidate) herewith undertake that I have read all the Rules of Admission for the year 2013-14 and after fully understanding all the rules, I have filled in this application form for admission for the current academic year.
- b) I am a citizen of **India** or I am a Citizen of _____
- c) My type of Candidature is Maharashtra /OMS/ J&K Migrant
- d) I am a Type A / B Maharashtra Candidate and My Home University is _____ as per rule no. 3.0. I am herewith submitting the domicile certificate issued by _____ of District _____ vide No. _____ dated: _____.
- e) I am a Type C / D Maharashtra Candidate and My Home University is _____ as per rule no. 3.0. I am herewith submitting the required proforma issued by _____ vide No. _____ dated: _____. The district of posting of my father/mother is _____.
- f) I have appeared for CMAT/CAT/JMET/MAT/XAT/ATMA and applying for All India Seats. My Reg. No. is _____ and Application Form No. is _____. I have Scored _____percentile.
- g) I have appeared for CMAT and applying for All India Seats. My CMAT (First / Second /Third) Reg. No. is _____ and Application Form No. is _____. I have Scored _____marks in CMAT (First/Second/Third).
- h) I belong to _____category which is recognized as Backward Class Category in Maharashtra State Vide G.R. No. _____dated: _____. The serial No. of my caste is _____and based on this, I am herewith claiming the reservation as per rule no. 4.0. and submitting the caste certificate issued by _____ vide No. _____dated: _____ AND Caste Validity certificate issued by _____vide No. _____Dated _____
- i) I am not submitting the caste certificate which state that my caste is migrated from other state of India for claiming the benefit of reservation in Maharashtra State.
- j) I do not belong to the creamy layer and to substantiate the claim I am herewith submitting the Non-Creamy Layer Certificate issued by _____ vide No. _____dated: _____ and which is valid up to 31/03/2014.
- k) The information given by me in my application form is true to the best of my knowledge and belief.
- l) If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be liable for action subject to legal and/or penal action as per the provisions of the law.
- m) I have not been debarred from appearing at any examination conducted by any Government constituted or statutory autonomous examination authority in India.
- n) I fully understand that the offer of allotment will be made to me depending on my inter-se merit, options given by me and availability of seats at that point of time during the process of allotment.
- o) I hereby agree to conform to any Rules, Acts and Laws enforced by the Government and I hereby undertake that so long as I shall be a student of the College / Institute I will do nothing either inside or outside the College / Institute which may result in compelling the authorities to take disciplinary action against me under the rules, acts, and laws of good conduct and behavior in general and those referred to under Rule 12.0 in particular.
- p) I fully understand that the Director/ Principal of the Institute where I shall be finally admitted, will have a right to expel, rusticate me from the College / Institution for any infringement of the Rules of good conduct and discipline in general and particularly those referred under Rule No. 12.0 and the rules of good conduct and discipline prescribed by the Institute / College / University (if any).
- q) I have uploaded my own recent Colour photograph and signature at the time of filling the application form.

Signature of the Candidate

Application ID :-

(Name of the Candidate)

Signature of the Parent

(Name of the Parent)

Annexure – I

Procedure for Registration for CAP and Document Verification/Confirmation

This Annexure explains the various stages and procedure adopted for the CAP. Candidates seeking admission to MBA/MMS, PGDM and PGDBM courses are required to appear for CMAT for admission to PGDM courses will be carried out as per the regulations of the AICTE.

The various stages of **Centralized Admission Process (CAP)** are as follows:

Stage I – Filling and submission of 'Online Application Form'

- **"Online Application Form"** for the aspiring candidates will be available at the website www.dte.org.in/mba2013 as mentioned in the Notification and website, against the e-payment of the application processing fees, through net banking. Information Brochure will be available on website for browsing, downloading and printing and will not be available in printed form.
- The application form processing fees is **Rs. 850/-** for Maharashtra State (General Category) candidates, All India and J&K Migrant candidates whereas **Rs. 650/-** for reserved category candidates & Persons with Disability Candidates belonging to Maharashtra State (i.e. Candidates having relevant backward class Caste Certificate and other applicable certificates issued by Maharashtra State authorities). This fee is to be paid through net banking. *This fee is non refundable and non transferable under any circumstances*
- Candidates will receive a soft copy of Receipt of Payment of fees titled as "candidate's copy". Candidates are required to produce the printed copy of the Receipt of Payment of fees at the time of confirmation of CAP application form for admission at the ARC. Receipt of Payment of fees will be attested by ARC officer. The candidates are instructed to carefully preserve the printed and attested receipts of the payment for further use.
- ***Maharashtra and J & K Migrant candidates aspiring to apply for All India seats are not required to pay extra fee. Such candidates are required to submit only one application form as Maharashtra and J&K Migrant Candidate and will be required to select the choice as interested to apply for All India seat.***
- ***Candidates who have appeared for CMAT, CAT (conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) shall have to apply online for admission through CAP.***
- The Maharashtra State and J&K Migrant candidates who have appeared for CMAT can apply for all India Seats by ***submitting only one application form.***, Maharashtra candidates will be given only one allotment which will be highest choice either through All India Seats or Maharashtra State Seats.

Stage II –Confirmation of "Application Form for Admission" at ARC

It is mandatory to confirm the online application form at the ARCs. Failure to confirm the online application form at the ARCs will make candidate's claim for the admission through CAP to MBA/MMS/PGDM/PGDBM courses as NULL & VOID and candidate's name will not appear in the Merit List(s).

- All the eligible candidates are required to fill in information in the online Application form for Admission.
- Candidate is required to take a printout of the Online Application Form.
- The Printout of the online application form will list the required documents for verification.
- The candidate will have to confirm the online application form at any designated ARC in-person.
- Candidate is required to produce all Original documents for verification and should submit attested copies of documents (As per the list of the documents mentioned on the printout of the application form) along with proforma-I in original at the ARC. Candidate is also required to produce print out of Receipt of online Payment of fees.
- If the candidate fails to substantiate the claim(s), then the application form will not be confirmed.
- Backward Class Category candidates who fail to produce the valid caste, caste validity and/or Non Creamy layer certificates will be converted to General Category and are required to pay Rs. 200/- as difference in fees in cash at ARC.
- If Maharashtra Candidates of Type-B, C and D fails to produce supporting documents then such candidates will be converted to OMS candidates.
- **In any case, certificates will not be accepted once the application form is confirmed**
- **The candidate should collect the copy of online generated "Receipt-cum-Acknowledgement" duly signed by ARC Officer and bearing seal of the ARC.**
- **After confirmation of Application form, requests for change in Type of Candidature, Change of Category/Reservation Claims, Change of Home University etc. will not be accepted.**

Stage- III: Display of Merit lists.

- The **Provisional Merit** lists viz. Merit List for Maharashtra State Seats (Based on CMAT Score), Merit List for All India Seats (Based on CMAT Score), Merit List for All India candidates (Based on other than CMAT Score), Merit List for J & K Migrant Seats (Based on CMAT Score), Merit List for J & K Migrant Seats (Based on other than CMAT Score) will be displayed on website.
- Candidate shall report **in-person** at ARCs for discrepancy in the provisional merit list, if any, within the period specified to get it corrected.
- The Final merit list will be displayed on the website as per the schedule.

Stage-IV: Submission and confirmation of online option form for CAP Round I and II

General Instructions:

- ✓ In order to participate in the Centralized Admission Process (*subject to fulfillment of the eligibility criterion of respective CAP round*), it is MANDATORY to fill the Online Option Form for respective CAP Round.
- ✓ Candidates will be able to fill in the online option form through their login on website.
- ✓ It is **mandatory** for all candidates **to confirm** the online option form by himself/ herself.
- ✓ **The candidate will not be able to change the Options once it is confirmed.**
- ✓ **IMPORTANT: Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by**

the others on behalf of the candidate. Hence candidates are instructed to keep changing the password and keep note of it.

- ✓ Every institute offering management courses has been allotted a choice code number which is given in the "Annexure -V" of the online Information Brochure. The **updated list** of MBA/MMS institutes is available on the website.
- ✓ The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference.
- ✓ Option form received through *online submission* only will be considered valid for further processing.
- **Instructions for filling online option form for CAP Round-I:**
 - Maximum **100 options** are made available in the online option form of CAP Round-I.
 - The candidate can fill minimum 1 and maximum 100 options. The candidate has to fill the institute choice code against the option number in the online option form.
 - Option forms received through online submission alone will be considered valid for further processing.
 - Candidate has to confirm the submitted on-line Option Form **himself/herself by re-entering Application ID and Password.**
 - The candidate can take the printout of the confirmed Option form for future reference.

Stage-V: Display of Allotment, Rules of Reporting to the "Respective Institutes" and confirmation of the admission of CAP ROUND-I.

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the CAP seats for the MBA/MMS courses and PGDBM course of SIMSREE. 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 candidates 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. (**Refer Rules of Reporting for CAP Round-I**)
- 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 (**Refer Rules of Reporting for CAP Round-I**). Such seats will be treated as vacant seat for subsequent round 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 an allotment out of **First Three 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-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 out of first three options
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 candidates 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.

Stage-VI: Submission and Confirmation of online option form for CAP Round-II

- All the candidates whose names have appeared in the merit list of such candidates who are eligible to submit the option form for CAP Round-II.
- Candidate should fill up the options for the Institutes offering MBA/MMS/PGDM courses and PGDBM course of SIMSREE in which seats are available for allotment in CAP Round-II.
- **100 options are made available in the online option form of CAP Round-II.**
- The candidate can fill minimum 1 and maximum 100 options.
- Rest of the procedure for submission and confirmation of option form for CAP Round-II are same as CAP Round-I

Stage-VII: Display of Allotment, Rules of Reporting to the "Respective Institutes" and confirmation of the admission of CAP ROUND-II.

The allotment in this round will be done on the basis of options submitted, *inter se merit* of the candidate and available seats at that point of time during the allotment stage/process.

- The allotment of candidates will be displayed on the website.
- The candidate should 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. (**Refer Rules of Reporting for CAP Round-II**)
- 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 (**Refer Rules of Reporting for CAP Round-II**).
- The candidates will be able to know the status of reporting, his/her eligibility for next round through login.

Rules of Reporting for CAP Round-II:

1. All candidates who have secured an allotment out of **any one of the options** submitted will not be eligible for subsequent rounds of admission by counseling irrespective of whether the candidate confirms admission or not. Hence such candidates are advised to confirm the admission as per the secured allotment in the CAP Round-II.
2. Such candidates will not be eligible to participate in subsequent round of Centralized Admission. Names of such candidates will be automatically deleted from the list of eligible candidates for subsequent CAP round.
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 round.
4. Since All India candidates are not eligible to participate in the CAP round-III i.e. Admission by Counseling, Merit List for All India Seats (Based on CMAT Score) will be treated as Null and void after completion of CAP Round-II.

Stage-VIII: CAP Round III - Counseling round of Admission for eligible Maharashtra State candidates based on CMAT Score.

Available Seats-

1. All MS & All India seats under purview of Competent Authority except the seats, which are filled in Round-I and Round-II.
2. All vacant All India seats will be merged to MS General seats.
3. All vacant seats in respective categories such as Backward, PH, HU, OHU etc. will be considered as State Level General seats.

Eligibility- All Maharashtra State Candidates, whose names have appeared in the Merit List for Maharashtra State Seats (Based on CMAT Score) and eligible for CAP Round-III , may appear for this Counseling Round of Admission. Round shall be conducted as described in Rule No 6.1.3 in this brochure.

Stage-VIII: CAP Round IV- Counseling round of Admission for all eligible candidates whose CET score based on other than CMAT.

Available Seats-

1. All seats under purview of Competent Authority except the seats, which are filled in Round-I, Round-II and Round III.
2. All vacant seats will be General seats.

Eligibility- All Candidates, whose names have appeared in the Merit List for candidates (Based on other than CMAT Score) and eligible for CAP Round-IV, may appear for this Counseling Round of Admission. Round shall be conducted as described in Rule No 6.2.1 in this brochure.

Rules of Reporting- (For rounds III & IV)

- **Eligible candidates must report in-person at the venue of “Center of Admission” in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round.**
- Candidate is required to pay processing fees of CAP Round-III & IV, Rs.100/- in cash at the Center of Admission and obtain a receipt for the same.
- The candidate will report as per schedule at the **Center of Admission** along with the necessary original documents and carry part payment of non-refundable fees of Rs.15000/- in the form of DD drawn on “**The Director, Technical Education**” payable at **Mumbai**.
- Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se merit of candidates.
- Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of Rs.15000/- (in the form of DD) and on producing necessary documents in original for verification.
- The **Center of Admission** will update the confirmation of the candidate's admission on DTE website immediately.
- Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees **less** Rs. 15000/-) 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.15000/- paid by the candidate at the **Center of Admission**.

Annexure –II

Documents required during the Admission Process

1. Documents required at the time of verification and confirmation of “Application form for Admission (CAP)” at ARC:

Candidates are required to carry **ORIGINAL DOCUMENTS** for verification and submit attested zerox copies of the following certificates at the time of confirmation of CAP Application form at the ARC.

Candidate shall produce score card of **CMAT/Other than CMAT to the** ARC officer to verify the identity of the candidate, if any discrepancy found document verification shall not be carried out.

- ✓ Certificate of Indian Nationality[#] in the name of the Candidate
- ✓ Statement of marks of HSC and SSC
- ✓ Statement of marks for the Bachelor’s Degree Examination (i.e. the qualifying Degree examination) in case the candidate has passed the bachelor’s degree examination (**Candidates who have appeared for final year degree examination have time limit up to 25th September, 2013 to produce the same**).
- ✓ Caste certificate (if applicable)
- ✓ **Caste/Tribe Validity Certificate**
- ✓ Non Creamy Layer certificate* valid up to 31st March 2014 (if applicable)
- ✓ Domicile certificate of candidate - In case of Type-A candidate in lieu of Domicile certificate candidates should produce Birth Certificate of candidate indicating place of birth in Maharashtra State OR School Leaving Certificate indicating place of birth of candidate in Maharashtra State
- ✓ Domicile certificate** of candidate’s father/mother (if applicable), clearly indicating the place of permanent residence of the candidate/father or mother
- ✓ Certificates in Proforma A, B, C, D, E, F
- ✓ Undertaking in proforma I in Original
- ✓ Receipt of payment of processing fees.
- ✓ Score Card for CMAT, CAT(conducted by IIMs)/ JMET (conducted by IITs)/ MAT (conducted by AIMA in February 2013)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)
- ✓ Any other relevant document

2. Documents required at the time of admission at the respective institute:

- ✓ All original certificates & Attested True copies of Marklists, Certificate of Indian Nationality, Undertaking in Proforma-I, Caste Certificate, Caste/Tribe Validity, Non Creamy Layer certificate valid upto 31st March 2014 , Domicile Certificate, Proforma (A~E) etc.) as applicable and score card of **CMAT/Other than CMAT** examination.

- ✓ Any other relevant document

Note:

- # In lieu of the "Certificate of Indian Nationality" following certificates/documents will also be acceptable-
 - **The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.**
 - **Indian Passport in the name of the candidate, issued by appropriate authorities.**
 - **Birth Certificate of the Candidate indicating the place of birth in India.**

If the Candidate fails to produce any one of the above mentioned certificate/documents indicating nationality then such candidates Nationality shall be considered based on the undertaking given in Proforma-I on Rs. 100 Non-Judicial Stamp Paper.

- *** Non-Creamy Layer Certificate:-**

A candidate belonging to 'Creamy Layer' amongst the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. will be required to produce "Non-Creamy Layer Certificate" as specified in the Government Resolution No. CBC/10/2008/CR-697/BCW-5, dated 27th February 2009. The certificate must be valid up to 31st March 2014.

Non-Creamy Layer Certificate is required to be produced on or before the last date of confirmation of CAP Application Form, failing which the category claimed will not be considered.

- **** 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

- Candidates are required to keep the documents ready at the time of filling up of "Application Form for Admission".

Note :-

1) For candidates who have joined their Engineering degree courses after successfully completing their diploma programmes in Engineering, the final year examination of the diploma programme conducted by the Maharashtra State Board of Technical Education or its equivalent will be considered as an examination equivalent to HSC examination.

2) HSSCE and SSCE respectively denote the Higher Secondary School Certificate Examination and the Secondary School Certificate Examination of any of the Divisional Board of Secondary and Higher Secondary Education.

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.**

- **Attestation:**

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

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

- **Translation:**

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

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

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

(1) Whoever not being a person belonging to any of the Scheduled Castes, Scheduled Tribes, Denotified Tribes, De-notified tribes, (Vimukta Jatis), Nomadic Tribes, Other Backward Classes or Special Backward Category secures admission in any educational institution against a seat reserved for such Castes, Tribes or Classes, or secures any appointment in the Government, local authority or in any other company of Corporation, owned or controlled by the Government or in any Government

aided institution or Co-Operative Society against a post reserved for such Castes, Tribes or Classes by producing a false Caste Certificate shall, on cancellation of the Caste Certificate by the Scrutiny Committee, be liable to be debarred from the concerned educational institution, or as the case may be, discharged from the said employment forthwith and any other benefits enjoyed or derived by virtue of such admission or appointment by such person as aforesaid shall be withdrawn forthwith.

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

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

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

Para 11: (Offences & Penalties)

(1) Whoever,-

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

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

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

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

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

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

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

Para 13: (Penalty for issuing false Caste Certificate)

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

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

Para 14: (Penalty for abatement)

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

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

Sr. No.	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Caste Validity Certificate	Divisional Caste Certificate Scrutiny Committee of the respective Divisional Social Welfare Office.
2.	S.T.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Tribe Validity Certificate	Director/Deputy Director, Tribe Scrutiny Committee of respective Region
3.	VJ-DT(A)/ NT(B)/ NT(C)/ NT(D)/ OBC/SBC	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Caste Validity Certificate	Divisional Caste Certificate Scrutiny Committee of the respective Divisional Social Welfare Office.
		3. Non-creamy layer Certificate valid up to 31st March 2014	Sub Divisional Officer/Deputy Collector/Collector of the district.

Annexure - III

Guidelines for the Admission Process to be carried out by the Institutes:

1.0 Admissions to allottees for the institute

Admission authority in the institute shall follow the procedure mentioned under rule no. 7.0 for admitting the candidates who have got the allotment through CAP round. The candidate should be admitted only after the substantiation of identity and scrutiny of original documents.

2.0 Admissions against CAP vacancies:

The institutes should update the list of admitted candidates during the reporting period after allotment of CAP rounds on the website through their institute logins. The seats remaining vacant after offering admissions to the candidates who have come through Centralised Admission Process are required to be filled up by the respective institutes.

- The admissions against CAP Vacancies should be given to those candidates who have applied for CAP and Eligible as per the rule specified in 2.1, 2.2 and 2.3. The Directorate of Technical Education will publish the CAP Vacancy at the end of the CAP Rounds.
- These admissions should be carried out strictly on the basis of inter se merit of the Candidates who have applied for admission in that institute against vacancies.
- Candidates having Maharashtra candidature with CET score based on CMAT should be considered first and there after Maharashtra candidature with CET score based on other than CMAT for the vacancy round. After admitting Maharashtra candidates, if seats still remain vacant then the seats can be offered to eligible OMS candidates as per rule no. 2.3 based on their inert-se-merit.
- All institutes shall notify the total number of vacancies in the institute after offering admissions to the candidates who have come through CAP rounds, by advertisement in the newspaper and on the website of the institute, for inviting application from eligible candidates. Detailed schedule of the admission process and vacancies are also to be displayed on the notice board of the Institute.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director/Principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the inter se merit of the candidates who have applied to the institute. Institutes should display the merit list on their notice boards and website prior to admissions.
- In **Government Institutes / University Departments / University Managed Institutes**, 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 as per state level merit amongst the candidates in **merit list of Maharashtra State candidates (based on CMAT)** and who have applied for the Vacancy round at the respective Institute.

- In **Unaided Institutes**, 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 lists of **only Eligible candidates** who have applied for the Vacancy round at the respective Institute.
- All the institutes shall prepare the schedule of admission and notify the same by advertisement in the newspaper and on the website of the institute.
- Under any condition the number of admissions should not exceed the sanctioned intake capacity for that course (excluding the J & K migrant and Foreign National / PIO/ Children of Indian Workers in the Gulf countries).
- After admitting the qualified candidates, if seats still remain vacant then the institutions have to apply to the Pravesh Niyrantran Samiti, Mumbai for obtaining approval for the conducting additional CET.

3.0 Guidelines for the admission process to be carried out for the Institute Level/ Minority Seats:

- The Director/Principal of the respective Un-aided Management institute shall invite applications for the seats available by giving publicity in at least two newspapers and on the website of 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 the Institute Level/Minority Seats. All the information in the brochures should also be displayed on the Institute's website.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director/Principal of the respective institute for admission.
- These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute and are eligible as per rule no.2.6.
- After admitting the CMAT candidates, If the seats still remains vacant then such seats shall be filled from the candidates who have appeared for CAT (conducted by IIMs) / JMET (conducted by IITs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI).
- If the seats still remains vacant then such seats shall be filled from the candidates who have appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyrantran Samiti, Bandra (E), Mumbai-51 for the academic year 2013-14.

General Notes:

1. 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.**

2. **Rounds of admission for Institute Level / Minority 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**
3. The admissions at the institute level /Minority should be strictly carried out as per the guidelines given above. In no case, the admission should not be done without any of the written test mentioned herein.
4. 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.
5. If the institute fails to update the reporting of the candidate through "**Online Update**", the action shall be taken against the institute as per the GR dated 29.03.2008.
6. The Director/Principal of the institute is required to update the list of all admitted candidates of CAP and Against CAP Vacancy Seats immediately as per the schedule of admission on the DTE website through their institute login.
7. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 7 days from the cut off date.
8. The regional office of the Joint Director of Technical Education shall verify the supporting documents and forward the list of admitted candidate to the Director, Technical Education along with the remarks of Joint Director for final approval.
9. The DTE and/or Pravesh Niyran Samiti, Mumbai shall accord the final approval to the list of admitted candidates. It is binding on all the Universities to grant enrollment only to the students who are approved on the list of admitted candidates.

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

Annexure IV

List of Application Form Receipt Centers (ARC) cum Facilitation Centers

<i>College Code</i>	<i>Location</i>	<i>Name, Address and Contact details</i>
Mumbai University, Mumbai		
3002	South Mumbai	Sydenham Institute of Management Studies , Research & Entrepreneurship Education, B Road Churchgate, Mumbai - 400020 Phone No: (022) 61540701/04/08/86, 22042966, 22021862, 22855596, 22024097
3135	Andheri (W) (Mumbai)	Manjara Charitable Trust's Rajiv Gandhi Institute of Technology, Andheri (West), Mumbai-400053 Phone No: (022)26707025, Fax No. : (022) 26707026
3106	Bandra(W) (Mumbai)	MET's Institute of Management, Gen. Arunkumar Vaidya Chowk, Bandra (W), Mumbai- 400050 Phone No: (022) 26519232, 26519286 Fax No. : (022) 26440082
3102	Bandra(E) (Mumbai)	Chetana's Ramprasad Khandelwal Institute of Management & Research, Survey No. 341, Govt. Colony, Bandra (E), Mumbai-400051 Phone No: (022) 26422827, 26516643 Fax No. : (022) 26406172
3139	Wadala(E) (Mumbai)	Vidyalankar Institute of Technology, Vidyalankar College Marg, Wadala (E), Mumbai-400037 Phone No: (022) 24324342, 24306367 Fax No. : (022) 24228892
3107	Matunga (Mumbai)	Prin. L. N. Welingkar Institute of Management Development & Research, Lakhamsi Nappo Road, Next To R.A. Podar College of Commerce, Matunga(E), Mumbai- 400019 Phone No: (022) 24178300 Fax No. : (022) 24097824
3103	Vidyavihar (Mumbai)	K. J. Somaiya Institute of Management Studies & Research, Vidyanager, Vidyavihar (E), Mumbai- 400077 Phone No: (022) 67283000 Fax No. : (022) 25157219
3113	Mumbai Central (Mumbai)	Maratha Mandir's Babasaheb Gawde Institute of Management Studies, 4th Floor, Maratha Mandir's Annex, Babasaheb Gawde Chowk, Dr. A.B. Nair Rd., Mumbai Central, Mumbai (M.S.) Mumbai Phone No: (022) 23090234, 22-23090196 Fax No. : (022) 23075623
3118	Kandivali(E) (Mumbai)	Zagdu Singh Chartitable Trust's Thakur Institute of Management Studies & Research, Shyam Narayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai-400101 Phone No: (022) 6730 8201/8202 , 2884 7445/7147 Fax No. : (022) 2887 3869
3130	Thane	VPM's Dr. V.N. Bedekar Institute Of Management Studies, Jnandweepa, Chendani Bunder Road, Thane (W), Mumbai- 400601 Phone No: (022) 25446554, 25364492
3116	Vashi (New Mumbai)	Agnel Charities Agnel Seva Sangha's Fr. C. Rodrigues Inst. of Management. Studies, Sector 9A, Vashi, Navi Mumbai - 400703 Phone No: (022) 27664116 , 27661924 , 27660619
3127	Nerul(E) (New Mumbai)	NCRD's Sterling Institute of Management Studies, Opp to Darave petrol pump,Plot No 93, Sector 19, Nerul (E), Navi Mumbai-400706 Phone No: (022) 28684464, 32988900, 26684777 Fax No. : (022) 27702282
3114	New Panvel	Mahatma Education Society's Pillai's Institute of Management Studies & Research, Dr. K. M. Vasudevan Pillai's Campus 10, Sector 16, Podi No. 2, New Panvel-410206 Phone No: (022) 27451700, 27456100, Fax No. : (022) 2748 3208

3009	Ratnagiri	Government Polytechnic, Ratnagiri Near Thiba palace, Ratnagiri -415612 Phone No: (02352) 222435 Fax No. : (02352) 222435
<i>Pune University, Pune</i>		
6110	Pune	Modern Education Society's Neville Wadia Institute of Management Studies & Research, 19, Late Prin. V. K. Joag Path, Wadia College Campus, Near Ruby Hall, Pune- 411001 Phone No: (020) 623275 Fax No. : (020) 623275
6109	Pune	MAEER's MIT School of Management, S. No. 124, 3rd Floor, Saraswati Vishwa Building, Paud Road, Kothrud, Pune-411038 Phone No: (020) 25453872, 32529174 Fax No. : (020) 25457748, 25442770.
6116	Pune	Bansilal Ramnath Agarawal Charitable Trust's Vishwakarma Institute of Management, S. No. 3/4, Kondwa(BK), Pune-411048 Phone No: (020) 2428 3001 /2420 2290. Fax No. : (020) 2428 09 26.
6161	Pune	JSPM's Jayawant Institute of Management Studies, S. No. 80/3, Pune-Mumbai By Pass Highway, Tathawade, Pune- 411033 Phone No: (020) 22933423, 22934344, 22914347 Fax No. : (020) 22933424
6113	Pune	Sinhgad Technical Education Society's Sinhgad Institute of Management, S.No.44/1, Vadgaon (BK), Off-Sinhgad Road, Pune-411041 Phone No: (020) 24358380 Fax No. : (020) 24356592, 24358360
6104	Pune	Dr. D. Y. Patil Institute of Management & Research, Mumbai-Pune Road, Opp. H. A. Ltd., Pimpri, Pune- 411018 Phone No: (020) 27421293, 56342826, 25433443 Fax No. : (020) 27421449
5114	Nashik	Ghokhale Education Society's J. D. C. Bytco Institute of Management Studies & Research, Principal T. A. Kulkarni Vidyanagar Collage Road, Nashik-422005 Phone No: (0253) 2582841, 2571643.
5113	Nashik	Nashik District Maratha Vidya Prasarak Samaj's Institute of Management Research & Technology M. V. P. Campus, Gangapur Road, Shivaji Nagar, Nasik, - 422002 Phone No: (0253) 2571650 Fax No. : (0253) 2315199
5120	Nashik	MET's Institute of Management, Adgaon, Nashik Bhujbal Knowledge City, MET Leauge of Colleges, Adgaon Dist. Nashik, Maharashtra, - 422003 Phone No: (0253) 2303515 Fax No. : (0253) 2303267
5162	Sangamner	Amrutvahini Sheti & Shikshan Vikas Sanstha's Amrutvahini College of Engineering, Sangamner P.O.: Sangamner Sakhar Karkhana, Tal : Sangamner,, - 422608 Phone No: (02425) 259014/15 Fax No. : (02425)259016
5112	Ahmednagar	Padmashree Dr. Vithalrao Vikhe Patil Foundation's Institute of Business Management & Rural Development, Vilad Ghat, Post MIDC, Ahmednagar-414111 Phone No: (0241) 2777682 Fax No. : (0241)-2777682
<i>North Maharashtra University, Jalgaon</i>		
5008	Jalgaon	Government Polytechnic, Jalgaon National Highway No-6, Jalgaon-425002 Phone No: (0257) 2221721 Fax No. : (0257) 2221719
5001	Jalgaon	Department of Management Studies, North Maharashtra University, Umavi Nagar, Jalgaon- 425001 Phone No: (0257)-2258428/29 Fax No. : (0257)2258403, 2258406

<i>Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.</i>		
2008	Aurangabad	Government College of Engineering, Near Osmanpura Post Office, Aurangabad Phone No: (0240) 2332635, 2358333 Fax No. : (0240) 2332835.
2101	Aurangabad	Mahatma Gandhi Mission's Institute of Management, MGM Campus, N-6, CIDCO, Aurangabad-431003 Phone No: (0240) 2483405, 2473889 Fax No. : (0240) 2484445
<i>Swami Ramanand Teerth Marathwada University, Nanded</i>		
2020	Nanded	Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431608 Phone No: (02462)-26728, 26729, 26451 Fax No. : (02462) 29236
2015	Latur	Puranmal Lahoti Government Polytechnic, Latur Ausa Road , Latur- 413531 Phone No: (02382) (O) 242881 (D) 252004 Fax No. : (2382)242881.
<i>Shivaji + Solapur University</i>		
6007	Sangli	Walchand College of Engineering, Vishrambag, Sangli- 416415 Phone No: (0233)-2300383 Fax No. : (0233)-2300831
6005	Karad	Government College of Engineering, Vidyanagar, Karad, PIN 415124 Phone No: (02164) 271711,271712,272714 Fax No. : (02164) 271713
6010	Kolhapur	Government Polytechnic, Kolhapur, Vidyanagar, Kolhapur Phone No: (0231)- 2521038 Fax No. : (0231) 2521016
6017	Solapur	Government Polytechnic, Solapur 4, Akkalkot Road, Solapur Phone No: (0217)- 2653922/2653925/2391677 Fax No. (0217)-2653925
6220	Pandharpur	Shri Vithal Education and Research Institute's College of Engineering, P.O. Box No. 54, Gopalpur - Ranjani Road, Gopalpur, Pandharpur - 413304 Phone No: (02186)- 225083 Fax No. (02186)- 225082
6210	Satara	Rayat Shikshan Santha's Karmaveer Bhaurao Patil College of Engineering, Near circuit house, Sadar Bazar, Satara – 415 001 Phone No: (2162) 233857, 234566 Fax No. : (2162) 231424
<i>S. G. B. Amravati University, Amravati</i>		
1001	Amravati	Department of Business Administration & Management , Sant Gadge Baba Amravati University, Amravati-444602 Phone No: (0721)- 2662207 Fax No. : (0721)- 2660949
1102	Amravati	Vidya Bharati Mahavidyalaya. Department of Research and PG Studies in Science & Management , C. K. Naidu Road, Camp Area, Amravati-444602 Phone No: (0721)- 2662740 Fax No. : (0721)- 2552012
1101	Shegaon	Shri Sant Gajanan Maharaj College of Engineering, College Campus, Khamgaon Road, Shegaon-444203 Phone No: (07265)-252116 Fax No. (07265) 252346
<i>R. T.M. Nagpur University, Nagpur</i>		
4004	Chandrapur	Government College of Engineering, Chandrapur C/o. Sukhada Processing Plant Building, Jivan Safalya Colony, Ramnagar, Chandrapur-442401 Phone No: (07172) - 227274,230299 Fax No. (07172) - 227334

4115	Nagpur	Shri. Ramdeo Baba college of Engineering & Management, Nagpur Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur Phone No: (0712) 2583236
4116	Nagpur	G.H.Raisoni College of Engineering , C.R.P.F. Gate No.3, Digdoh Hills, Hingna Road, Nagpur – 440016 Phone No: (07104) 32560, 36350, 36383 Fax No. (07104) 32560.
4125	Nagpur	Jai Durga Bahuudeshiya Sanstha's Orange City Institute of Higher Education, Nagpur Green Heaven,Village Zari, Tah.Nagpur Rural, Dist.Nagpur, - 440010 Phone No: (0712) 2557407 Fax No. (0712) 2557407
4109	Nagpur	Datta Meghe Institute of Management Studies, Nagpur Atrey Layout, Behind Tatya Tope Hall, Nagpur, - 440022 Phone No: (0712) 2249527,2249329 Fax No. (0712) 2243840, 224932
4118	Wardha (Sevagram)	Yashwant Rural Education Society's Bapurao Deshmukh Engineering College, Sevagram, Dist. Wardha Phone No: (07152) 284378 Fax No. (07152) 284241.

The Desk3 (ITDC) of Directorate of Technical Education, Maharashtra State, Mumbai will work as Chief ARC for coordinating the ARC activities.

Annexure V

Institute Information

Note:-

- (i) The sanctioned Intake indicated against each institute is as per the AICTE approval for the academic year 2013-14.
- (ii) If any new management institute is established and permission for the same is granted by both AICTE and State Government, then the new choice code of such institute will be made available while filling the option form.
- (iii) The status of Minority indicated against certain institutes is as per the Government Orders for the academic year 2013-14. The updated status of Minority shall be available at the time of submission of option form.
- (iv) Candidates are advised to study the infrastructure facilities like hostel, faculty, library, placement, computing facilities etc through website of respective institutes before opting for the choice of institute.
- (v) The candidates are advised to enquire the respective institutions regarding the availability of the hostel facility before filling of the option form.
- (vi) The list of management institute offering PGDM will be made available before the submission of option form.