

GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF TECHNICAL EDUCATION, MUMBAI

**Admission to Direct Second Year of
Post SSC Diploma Courses in Engineering /Technology for the year 2013-14 in
Government, Government Aided & Un-Aided Polytechnics in Maharashtra State**

Reference GR.No टीईएम-२०१३/(९६/१३)/तांशि ५, दि. २४/६/२०१३: of Higher & Technical Education Department

1.0 General:

These Rules shall apply for admission to the Direct Second year of 3 or 4 years Full Time Diploma Courses in Engineering/ Technology conducted by various types of institutes from Maharashtra as described below-

- a) All Autonomous and non autonomous Government Polytechnics
- b) All Government Aided Autonomous and Non Autonomous Polytechnics including Minority institutes
- c) All University managed Diploma Institutes/Polytechnic
- d) All Un-Aided private Polytechnics including Minority institutes and willing to participate under CAP.
- e) All Un-Aided private Engineering Colleges including Minority institutes offering Diploma Programs in second shift and willing to participate under CAP.

1.1 Abbreviations used in the brochure:

AICTE	All India Council for Technical Education
ARC	Application Form Receipt Center
CAP	Centralised Admission Process
COE	Center of Excellence
DTE	Director of Technical Education, Maharashtra State
DVET	Director of Vocational Education and Training, Maharashtra State
DVE	Director of Vocational Education, Maharashtra State
GoI	Government of India
GoM	Government of Maharashtra
HSC	Higher Secondary Certificate
ITI	Industrial Training Institute
MSBTE	Maharashtra State Board of Technical Education, Mumbai
OMS	Outside Maharashtra State
SSC	Secondary School Certificate
UGC	University Grants Commission, New Delhi

1.2 Definitions:

- **'State Government'** means the **Government of Maharashtra**.
- **'Director'** means the **Director of Technical Education, Maharashtra State**.
- **'Competent Authority'** means the authority appointed by the Government to invite applications and implement the admission procedure as prescribed in the brochure. Director of Technical Education is the appointed competent authority in present case.
- **'Representative of the Competent Authority'** means an officer appointed to assist Competent Authority for smooth conduct of Admission Process as per the Directives of the Competent Authority.
- **Application form Receipt Center (ARC)** is an Institution/Center from where a Candidate can procure information form, submit online application form and confirm the online application form.
- **'Polytechnic'** or **'Institution'** means Polytechnic or Technical Institution duly approved by the AICTE and Government of Maharashtra to impart Education in Engineering and Technology at Diploma level.
- **'Government Polytechnic'** means the Polytechnic runs by the Government of Maharashtra.
- **'Government Aided Polytechnic'** means Polytechnic runs by Private Management but which receives financial assistance from the Government of Maharashtra.
- **'University Managed Polytechnic/Institute'** means Polytechnic/ Institute runs by a Particular University.
- **'Un-Aided Polytechnic /Institute'** means Polytechnic/Institute runs by private management on self- financing basis.
- **Autonomous Institute** means the Institute for which Autonomy is Granted by the Govt. of Maharashtra.
- **'Sanctioned Intake'** means the course wise number of seats Sanctioned by the Government Resolution with Reference to the AICTE's Approval.
- **'Inter se merit'** means the order of Merit as defined by Maharashtra State Merit list.
- **'Candidate'** means an applicant who desires to seek Admission to Second Year of Three/Four year Diploma Courses in Engineering/Technology in Maharashtra State by submitting the prescribed application form.
- **'Course'** means Three/Four year Diploma Course/Program in Polytechnic/Institute.
- **'Non Autonomous Institute'** means those institutes which are not 'Autonomous Institutes'.

1.3 Role of Competent Authority in the process of Admission to Direct Second year of Diploma of Engineering/ Technology

- The Competent Authority duly appointed by the Government and headed by the Director of Technical Education, Maharashtra State, **shall display the centralized merit list of eligible candidates** for Admission to Direct Second year of Diploma in Engineering/ Technology.
- Competent Authority shall be the sole authority **to sanction final approval to admissions given at institute level in accordance with merit list** in all Government, Government Aided and Un Aided Polytechnics.
- Competent Authority shall also be the Grievance Redressal Authority to deal with the representations received from the candidates pertaining to allotment and admissions in Government, Government Aided and Un Aided Polytechnics.
- All the decisions taken in relation to Admission to Direct Second year of Diploma of Engineering/ Technology Diploma courses, by the Competent Authority shall be final and binding on all concerned.

2.0 Eligibility Criteria:

Candidate should be Indian National domiciled in Maharashtra fulfilling the conditions prescribed in rule 2.1 and must have passed

HSC Science or HSC (Bifocal/Technical) or HSC (Vocational/MCVC) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 years duration ITI/ITI COE with 3 modules with appropriate specialization or its equivalent

Note:-

- Candidates with HSC vocational (MCVC) or 10+2 ITI/ITI COE should have passed SSC (10th Std) or equivalent examination with subjects English, Mathematics (Code 71) and Science(Code 72)
- Eligibility of the student for the specific branches of Diploma programmes shall be as per MSBTE guidelines prescribed in rule- 4.
- Other than Maharashtra State Candidates are not eligible for admission under CAP.

2.1 Criteria for Eligibility as Maharashtra State Candidate:

A Candidate is considered Eligible for Admission to Direct Second Year of Diploma Courses in Engineering / Technology under these rules subject to Fulfillment of any one of the Eligibility Criteria as listed in the following table.

Sr. No	Eligibility	Type of candidature	Eligibility Requirement
1.	Maharashtra State	Type "A"	Candidate Passing SSC (Std.X) and Qualifying Examination as specified in Rule 2 from a Recognized School / Institute in Maharashtra State
2.		Type "B"	Candidate Passing SSC (Std. X) and

	Candidate/ Father or Mother is Maharashtra Domiciled		Qualifying examination from the recognized institution situated outside the State of Maharashtra. and Candidate/ Father or Mother or Husband of the candidate is domiciled in the State of Maharashtra.
3	Sons and Daughters of Central Govt. / Govt. of India Undertaking Employee	Type "C"	Candidate Passing SSC (Std. X) and Qualifying examination from the recognized institution situated outside the State of Maharashtra. and Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission.
4	Sons and Daughters of Maharashtra State/ Maharashtra State Undertaking Employees.	Type "D"	Candidate Passing SSC (Std. X) and Qualifying examination from recognized institution situated outside the State of Maharashtra. and Father/ Mother of the candidate is an employee of the Government of Maharashtra/ Government of Maharashtra Undertaking. Such candidates are required to submit the proof of his/her father/mother being the employee of Government of Maharashtra/ Government of Maharashtra Undertaking.
5	Other than Maharashtra Candidate	OMS	Does not satisfy as Type-A, Type-B, Type-C and Type D Candidate. Such candidates are not eligible for admission in CAP.

2.2 General Notes on Eligibility:

- **Female Candidates are not eligible for Admission to Mining and Mine Surveying & Mining engineering course.**
- Admission of any Candidate made at the Institution shall be provisional subject to the final Eligibility Certification from the concerned Board/MSBTE/University and final approval given by the **DTE or authority authorized by it.**

2.3 Seats available for admission process to be carried out under these rules :

20% seats of the sanctioned intake of first year of course are available as over and above the sanctioned intake in all the Polytechnics / institutes in state for direct admission to the Second Year /Third Semester of Post SSC full Time Diploma Courses out of which seats prescribed below along with other vacant seats shall be available for admission under CAP.

Sr. No.	Institutes	Seats available with Competent Authority for CAP
1	All Govt. & Govt. Aided Polytechnics autonomous and non autonomous excluding minority Institutes	100% of (Lateral Entry Seats + vacant seats)
2	Govt. Aided Autonomous and non autonomous Minority Polytechnics	50% of (Lateral Entry Seats + vacant seats)
3	All Un-Aided Non-Minority Polytechnics	100% of (Lateral Entry Seats + vacant seats)
4	Un-Aided Minority Polytechnics	Lateral Entry Seats + vacant seats- minority seats#

#-As per Government Resolution No. अंशैस-२००८/प्र.क्र.१३३/२००८/का-१ दि. ०४/०७/२००८ and its amendments which may be published from time to time.

3.0 Allocation and Reservation of Seats:

3.1 Seats Available for Admission to Direct Second Year: These Seats are Classified as Follows:

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

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

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

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

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

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

3.1.1 Distribution of seats as per eligibility criteria:

The available seats under CAP in each institute shall be distributed as per eligibility criteria as mentioned below-

S.No.	Qualification	% of CAP seats	
		Lateral Entry seats	Vacant seats
1	HSC (Science)	25%	25%
2	HSC (Bifocal/Technical)	25%	25%
3	HSC (Vocational/MCVC)	25%	25%
4	SSC with ITI/CoE	25%	25%

3.1.2 Reservation for Backward Class category Candidates:

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

Sr. No.	Category of Reservation	Percentage of Reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0 %
2.	Schedule Tribes (ST)	7.0 %
3.	Vimukta Jati (VJ)/De notified Tribes(DT) (NT-A)	3.0 %
4.	Nomadic Tribes 1 (NT-B)	2.5 %

5.	Nomadic Tribes 2 (NT-C)	3.5 %
6.	Nomadic Tribes 3 (NT-D)	2.0 %
7	Other Backward Classes (OBC)	19.0 %
Total		50.0 %

Note:

1. The reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided Polytechnic, University Dept., University Managed Polytechnic and Unaided Non-Minority Polytechnic.
2. Candidates belonging to Special Backward Class (SBC) will be offered reservation up to 2% seats of the CAP seats of a choice code subject to condition that any seats remain vacant in the reserved category at the end of stage-2 of admission. SBC candidates having original category OBC will be considered at par with OBC candidates.

4.0 Group and Subgroup of Courses for Admissions:

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

Group No.	Qualifying Examination/Course	Eligible for admission to Diploma Programme
A	HSC Science	
	H.S.C. (PCM)	<ol style="list-style-type: none"> 1. Civil Engg. Group 2. Electrical Engg. Group 3. Electronics & Tele-communication Group 4. Mechanical Engg. Group 5. Computer Engg. Group 6. Textile Manufactures Group 7. Printing Technology Group 8. Chemical Engg. Group 9. Instrumentation 10. Agriculture Engg
	H.S.C. (PCM + Biology) Biology will be additional subject	<ol style="list-style-type: none"> 1. Medical Laboratory Technology Group 2. Food Technology

B	HSC Science or Technical subjects (Bifocal)	
	Electrical Maintenance (A-1) Mechanical Maintenance (A-2) Scooter & Motor Cycle Servicing (A-3) with PCM General Civil Engg. (A-4) Chemical Plant Operation (C-3) Electronics (C-2) Computer Science (D-9)	1. Civil Engg. Group 2. Mechanical Engg. Group 3. Computer Engg. Group 4. Electrical Engg. Group 5. Electronics Engg. Group 6. Instrumentation Engg. Group 7. Chemical Engg. Group 8. Textile Engg. Group 9. Medical Laboratory Technology 10. Food Technology Group 11. Printing Technology 12. Agricultural Engg.
	General Civil Engg. (A-4)	1. Architecture Assistantship (AA)
C	Craftsman Training Scheme (CTS) Course (ITI)	
	1. Machinist Grinder 2. D'man Mech. 3. Fitter 4. Turner 5. Machinist 6. Tool & Die Maker (J&F) 7. Tool & Die Maker (M&D) 8. Mech. Machine Tool Maint/ Mechanic Millwright Maint. 9. Mechanic Ref. & Air conditioning 10. Operator Adv. Machine Tool 11. Marine Fitter 12. Lift Mechanic 13. Mechanic Mechatronics 14. Mechanic Motor Vehicle	1. Mechanical Engineering (Regular and Sandwich Pattern) 2. Production Engineering & Technology 3. Fabrication Technology 4. Automobile Engineering
C	1. D'man Civil 2. Surveyor 3. Architectural D'man (SCVT)	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology
	1. Electrician 2. Lift Mechanic	1. Electrical Engineering 2. Electrical Power Systems
	1. Instrument Mechanic (Chem. Plant) 2. Attendant Operator (Chem. Plant) 3. Maint. Mechanic (Chem. Plant) 4. Electroplater 5. Lab. Asst. (Chem. Plant) 6. Rubber Technician (SCVT)	1. Chemical Technology 2. Chemical Engineering
	1. Tool & Die Maker (M&D) (SCVT) 2. Plastic Mould Maker (SCVT) 3. Rubber Technician (SCVT)	1. Plastic Engineering
	1. Mech. Computer Hardware 2. Info. Tech. & Electronic System Maintenance	1. Computer Engineering 2. Computer Technology 3. Information Technology
	1. Electronic Mech. 2. Mechanic Consumer Electronics 3. Mechanic cum Operator Electronics Communication System 4. Mechanic Radio & TV 5. Info. Tech. & Electronics System	1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic & Video Engineering 4. Electronic Engineering 5. Industrial Electronics 6. Electronics Engineering (Industry Integrated)

	Maintenance 6. Mechanic Industrial Electronics 7. Instrument Mechanic 8. Instrument Mechanic (Chemical Plant)	7. Electronics & Communication Engineering 8. Digital Electronics 9. Instrumentation 10. 10.Electronics & Communication Engineering (Industry Integrated) 11. 11.Instrumentation & Control 12. 12.Instrumentation
	1. Mech. Medical Electronics	1. Medical Electronics
C. O. E. Course / Basic Sector (Duration 1 year)		
	1. Plastic Processing 2. Chemical	1. Plastic Engineering 2. Chemical Engineering 3. Chemical Technology
	1. Information Technology 2. Electronics	1. Computer Engineering 2. Computer Technology 3. Information Technology
	1. Construction & Wood Working	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology
	1. Fabrication (F & W) 2. Production & Manufacturing 3. Automobile 4. Refrigeration & Air Conditioning 5. Chemical 6. Plastic Processing 7. Industrial Automation	1. Fabrication Technology & Erection Engineering 2. Mechanical Engineering 3. Production Technology/ Engineering 4. Automobile Engineering
	1. Electronics 2. Electrical 3. Information Technology 4. Industrial Automation	1. Electronics & Tele Comm. Engineering 2. Electronics Engineering 3. Electronics 4. Industrial Electronics 5. Electronics & Comm. Engineering 6. Electronics & Comm. Engg. (Industry Integrated) 7. Electronics & Engineering (Industry Integrated) 8. Digital Electronics 9. Industrial Electronics (Sand witch pattern) 10. Electronics & Video Engg. 11. Medical Electronics
	1. Electrical 2. Industrial Automation 3. Electronics	1. Electrical Engineering 2. Electrical Power System
	1. Apparel	1. Fashion & Clothing Technology 2. Dress Designing & Manufacturing 3. Garment Technology
	1. Textile Processing and Technology	1. Textile Technology
D	MCVC Course	Eligible for admission to Diploma Programme
	Mechanical Technology (K4/K5/K6) Auto Engineering Technician (K1/K2/K3)	Mechanical Engineering (Regular and Sandwich Pattern) Production Engineering & Technology Fabrication Technology Automobile Engineering
	Building Maintenance (J7/J8/J9)	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architecture Assistantship

D	Electric Appliances Maintenance (J4/J5/J6) Repairing & Rewinding of Electric Motor (T1/T2/T3)	1. Electrical Engineering 2. Electrical Power Systems
	Computer Techniques (X1/X2/X3) Multimedia Internet Technology	1. Computer Engineering 2. Computer Technology 3. Information Technology
	Electronics Technology (J1/J2/J3)	1. Electronic, Electronic and Telecommunication Engg., Electronic & Video Engineering, Electronic Engineering, Industrial Electronics, Electronics Engineering (Industry Integrated), Electronics & Communication Engineering, Digital Electronics, Instrumentation, Electronics & Communication Engineering (Industry Integrated) 2. Instrumentation & Control, Instrumentation Medical Electronics
Note for all Groups:- The Student admitted to direct 2nd year will have to appear in the examination of backlog subjects of 1st year. Such Backlog Subjects of first year will be notified by MSBTE, Mumbai.		

5.0 Assignment of Merit Number:

The directorate shall prepare and publish separate merit lists for each of qualifying qualification mentioned under rule 3.1.1. Inter se Merit shall be determined on the basis of marks obtained at the Qualifying Examination awarded by the respective examining authority.

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

5.1 Display of Merit list:

- Merit of all eligible candidates will be based on aggregate marks obtained at qualifying examination.
- Separate merit lists shall be displayed with respect to each of the qualifying or equivalent examination
- Relative merit in case of a tie (i.e. equal aggregate marks at qualifying or equivalent examination) shall be resolved as mentioned in rule 5.2 of this brochure.

5.2 Relative Merit in case of tie:

In case of tie, i.e. candidates having equal aggregate marks in qualifying examination, the inter-se merit of candidates shall be reassessed as below:

- A candidate who has secured higher percentage of marks in the subject of Mathematics at S.S.C. examination will have First priority.

- A candidate who has secured higher percentage of marks in the subject of Science at the S.S.C. Examination will have Second priority.
- A candidate who has secured higher percentage of marks in the subject of English at the S.S.C. Examination will have Third priority.
- An older Candidate shall be preferred over a younger Candidate.

6 Admission Process:-

Allotment and admission of seats to Direct Second year Diploma Engineering / Technology shall be carried out at institute level in accordance with the State Level merit lists. No student outside the merit list shall be eligible for admission under CAP as prescribed in these rules. Process of admission will be as follows:

- All aspiring candidates interested for admission to direct 2nd year Diploma Engineering/Technology shall apply online at www.dte.org.in/dsepoly2013 as per admission schedule notified by Directorate of Technical Education, Mumbai.
- Merit list of all the eligible candidates shall be displayed by DTE, Mumbai with General merit number and category merit number on web portal of DTE Mumbai.
- All the institutes participating under CAP shall publish advertisement in Local/leading newspaper to invite the applications of candidates interested in their respective institute after declaration of merit list by DTE, Mumbai.
- The candidates whose names have appeared in the Maharashtra State Merit List of CAP published by the Directorate of Technical Education are required to apply to the institutes separately as per their choices against the advertisements of the respective institutes.
- The institutes shall prepare the institute level merit list from amongst the received application of candidates for each of the entry level qualification and display it on notice board and institute website before the commencement of admission of candidates.
- 20% of intake of the course plus vacant seats if any within sanctioned intake for a particular course shall be considered as total vacancy of seats to be filled under above process by institute, out of which 50% seats will be reserved for Backward Class Category candidates.
- All Government/ Aided/ Unaided institutes participating in CAP shall admit the eligible candidates as per the final merit lists of the candidates who have confirmed online application form. The merit lists shall be published for each of the entry qualification by DTE.

7.0 Institute level admission process:

7.1 Distribution of seats amongst the reserved category:

- I. Under the seats distribution if for a particular reserved category (SC/ST/OBC/NT1/NT2/NT3/ VJ/DT) does get at least one seat then reservation shall be applied category wise and in accordance with rule 3.1.2.

II. If a reserve category does not get at least one seat in seat distribution then seats shall be filled by inter-se merit considering candidates under the category subgroups as prescribed below-

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

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

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

III. If even sub-grouping together does not help in getting at least one seat then all reserved categories (**Group 1, Group 2, Group 3**) should be grouped together then seats shall be allotted by inter-se-merit.

7.2 Allotment of seats:

Stage -I: For all the candidates

- All the candidates (open/reserved/male/female) of all the categories shall be considered for admission as per their *inter se* merit.
- Backward class category candidates shall be considered for admission 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 admission in open category by virtue of their merit. SBC Category candidates having original category OBC shall be considered for admission in their original category of reservation by virtue of their merit if open category seats are not available as per their merit.
- For the female candidates, the availability of seat shall be checked in the following order:
 - Seats reserved for females in open category,
 - In the general seats in open category,
 - Seats reserved for females in respective caste category as applicable,
 - In the general seats in their respective caste category as applicable.

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

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

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

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

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

- if any of the backward class categories mentioned above, does not get the required number of candidates for the percentages laid down, the seats so remaining vacant shall be considered for allotment to all the candidates (male and female taken together) of Special Backward Class (SBC) category, as per their *inter se* merit, limited to the extent of two per cent seats of Maharashtra State seats (CAP) which are coming under the purview of Competent Authority for the course.

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

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

Stage – IV: Merging of Entry level Qualification Groups:

Seats remaining vacant on completion of the above process in any of entry level qualification groups then the available seats shall be filled by inter-se merit of all groups merged together without considering any type of reservation if eligible.

8. Admission of Candidates:

- Principal of the respective institute shall be authorized to carry out admissions for their respective institute.
- At the end of counseling Rounds, candidate shall submit all original certificates needed to substantiate the claims made in the on line application form regarding eligibility and reservation as specified in Annexure- 4.
- If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time, the candidate forfeits the claim on the allotted seat.
- If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate (Proforma N) from the head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 4 working days after the date of payment of fees.
- Principals of respective institutes are required to carefully scrutinize all the required documents submitted by the candidates at the time of reporting. Any discrepancy in the claims as type, category, eligibility etc. made by the candidates and/or such claims which are not supported by relevant documents should be immediately brought to the notice of the respective Regional Office of the Directorate of Technical Education before confirming the admission of such candidates. The Principals of the Institute shall be responsible for issues/litigation arising out of such admissions.

- After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the admission offered. In case of Government, Government aided, University Managed institutes and University Departments, candidates are required to pay the tuition fees in the form of DD in favour of the Principal /Registrar/Director as the case may be.
- If candidate fails to pay the prescribed full fees within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
- If a candidate is offered admission, his or her original School / College Leaving Certificate (After qualifying examination) will be retained by the concerned Institute. This original School / College Leaving certificate will not be returned to any candidate once admitted to a course at the institute unless the candidate cancels his/her admission. All other certificates will be verified by the Institute at the time of admission & returned to the candidate.
- OMS candidates or Maharashtra State candidates who does not appear in centralized merit list published by DTE can be admitted only if seats in unaided private institute remains vacant at the end of Stage-IV of counseling rounds. Candidates thus admitted by the principal will be considered as Institute Level admission and not CAP admission. The candidates shall not be eligible for concession in fee or scholarships, wherever applicable.

9. Tuition Fees & other fees :

➤ For Government and Govt. Aided Polytechnics-

a) Open category candidates:

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

Sr. No.	Type of fees	Amount
1.	Gymkhana Fee (Identity Card, Magazines etc.)	Rs. 200/-
2.	Library Fee	Rs. 100/-
3.	Internet & E-mail Facilities Fee	Rs. 150/-
4.	Annual Social Gathering & Other Cultural Activities Fee	Rs. 100/-
5.	Library & Laboratory Caution Money Deposit Refundable, to be paid only once, and not every year	Rs.200/-

b) For SC/ST/VJ/DT/NT-A/NT-B/NT-C/NT-D/SBC /OBC category candidates:

1. Tuition fee - Nil
2. Development fee - Rs.1000/- per year
3. Other Fees - As given in above table

➤ For Unaided Private Institutes-

a) Open category candidates:

1. Tuition fee- As decided by Shikshan Shulka Samitee
2. Development fee-As decided by Shikshan Shulka Samitee

3. Other Fees- As decided by Shikshan Shulka Samitee

b) For SC/ST/VJ/DT/NT-A/NT-B/NT-C/ NT-D/ SBC category candidates

1. Tuition fee - Nil
2. Development fee - As decided by Shikshan Shulka Samitee
3. Other Fees - As decided by Shikshan Shulka Samitee

c) For OBC category candidates

1. Tuition fee - 50% of fees decided by Shikshan Shulka Samitee
2. Development fee - 50% of fees decided by Shikshan Shulka Samitee
3. Other Fees - 50% of fees decided by Shikshan Shulka Samitee

Note:- If the concerned Social Justice/Tribal Welfare authority denied the claim or candidate fails to substantiate claim of fees reimbursement with documents in respect of Backward class category candidate, then it will be responsibility of the candidate to pay the prescribed fees at the admitted Institute.

10. Cancellation of admission and Refund of fees:

- 1) Refund of tuition fee, development and other fees after cancellation of admission, shall be as per AICTE guidelines No. AICTE / Legal/ 04(01)/ 2007, April2007 and circular no.698 dtd 24/8/2007 issued by Pravesh Niyantran Samithi, Mumbai.
- 2) Minutes of the meeting, Item No 5(e), Shikshan Shulka Samiti & H&T, Dated 9th January 2013

Candidate who has been admitted may cancel admission by submitting an application in duplicate, in the prescribed proforma – M, 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 cancellations 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 cancellation charges as shown below.

Sr.No.	Situation	Refund
1	Request Received before cut off 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 the cutoff date	No refund (except security deposit)

Note:

- Entire amount of security / caution money deposit is to be refunded back.

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

11.1 Excess admissions

- Excess admissions over the sanctioned intake shall not be allowed under any circumstances.
- In case any excess admission is reported/noted by the DTE, appropriate penal action will be initiated against the Institution.
- The Institution shall be liable to following punitive action from any one or more of the following by the DTE as per GR no NGC-2005/(821/05) HE-3, Dated 22nd January 2007
- surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution
- Institution shall be listed as defaulter and defaulter list shall be communicated to AICTE and will be published on DTE website for the information of general public

11.2 Late uploading of Admitted candidates on DTE web site.

- After the display of counseling round allotment, candidates should report to the “**Institutes**” with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation as per the notified schedule of the admission process.
- After scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form **as prescribed by the concerned institute** and confirm the admission offered.
- 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 concerned institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will have to adjust these unreported candidate(s) against the institute level seats.
- 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.
- **Rounds of admission for Institute Level Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute**
- 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 10 days from the cut off date** of the admission.
- 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 issued by Govt** from time to time.
- 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.
- Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 15 days from the cut off date.
- The regional office of the Joint Director of Technical Education shall verify the supporting documents and gives final approval to the list of admitted candidate.

Important Note:

All the institutes are required to complete their admission process on or before the cut-off date as specified in the schedule. Any admission carried out after cut-off date will not be approved by DTE/RO.

12. Concessions in tuition fee:

12.1 E.B.C Concession :

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

authority through the Polytechnic they are admitted within one month from the actual date of joining of polytechnic or as may be required.

The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

- The concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.
- The scheme/mode of concessions, scheme of loan scholarship (if any) for eligible EBC candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government.

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

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

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

They shall, on admission, also submit an application in the prescribed form for being granted the concession of tuition fee, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

- The concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.
- In case of Un-Aided colleges, such candidates will be required to pay the fees at the time of admission. The fees paid by such candidates will be reimbursed by the respective colleges only after the concession (if any) is granted by the respective Authority.

13. Issue of School/College Leaving Certificate:

- a) If during the course of studies, a candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue Institution Leaving Certificate and fees shall be refunded as provided in these rules.
- b) If the admission is cancelled on or before 31st August of the admission year, the original school or college leaving certificate on the strength of which a candidate was admitted shall be returned.
- c) If the admission is cancelled after 31st August of the admission year, the leaving certificate from the institution where the candidate was finally admitted should be issued. A true copy of the original school or college leaving certificate retained by

the institute may be issued, if requested by the candidate, duly attested by the Head of the Institute.

14. Miscellaneous:

- The medium of instruction for Diploma courses in Engineering / Technology in all the institutes is English.
- Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- Excess admissions: No excess admission above the approved sanctioned intake of the institution is permitted in any case.
- Details of exemptions for candidate admitted to first year and having higher qualification is available on <http://www.msbt.com>

15. Hostel Accommodation:

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

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

16. Conduct and Discipline

- Failure of the candidate in making **full and correct Statements** in the application form and/or **suppression** of any information and/or submission of false documents shall **lead to disqualification** of the candidate for admission. Such a candidate will be debarred from the entire admission process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.
- The students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.
- Notwithstanding anything contained in these Rules, if the Govt. takes any policy decision pertaining to Diploma admissions, then the same shall be brought in to effect at that point of time as per the directives from the Govt. from time to time.
- Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.

- If any of the statement made in application form or any information supplied by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal. An appeal against the order of expulsion, however, may be preferred within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final.

17. Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution 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. If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

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

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

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

➤ **What Constitutes Ragging**

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

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

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

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,
- a) Cancellation of admission
 - b) Suspension from attending classes
 - c) Withholding/withdrawing scholarship/fellowship and other benefits
 - d) Debarring from appearing in any test/examination or other evaluation process
 - e) Withholding results
 - f) Debarring from representing the institution in any regional, national or International meets, tournament, youth festival, etc.
 - g) Suspension/expulsion from the hostel
 - h) Rustication from the institution for period ranging from 1 to 4 semesters
 - i) Expulsion from the institution and consequent debarring from admission to any other institution.
 - j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

18. Undertaking:

All candidates who have applied for admission shall be deemed to have submitted the following undertaking:

I have read all the Rules of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current year.


The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Principal.

- I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
- I fully understand that the offer of a course will be made to me depending on my inter se merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.
- I understand that no document after the last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.
- I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely

my responsibility to see the notices on the notice boards of concerned Admission Centre.

- I am aware that any rule imposed by the Examination Authority of MSBTE / Autonomous Institutes such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on me.
- I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules, acts and laws referred to.
- I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE / Governing body of Autonomous Institutes or Government and the undertaking given above.
- I am fully aware of Condition of minimum attendance that, I will not be allowed to appear for the examination if I do not attend minimum 75% theory classes, and 100% practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as specified by the MSBTE / Governing body of Autonomous Institutes within stipulated time limit.

19. Transfer of Student:

- There shall be no transfer of students at any stage from Govt./Govt. aided institutes including autonomous and Non Autonomous institutes/ University Department /Unaided institute to any other institute in the Maharashtra .
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Annexure 1

Procedure for Centralized Admission Process (CAP) for the academic year 2013-14

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

1. Sale of Application Kit at designated ARCs
2. **Filling up** of Online Application form on website www.dte.org.in/dsepoly2013, for Counseling Round which shall be carried at respective Institute Level.
3. **Confirmation** of Online Application Form for each candidate **in person at ARC only**
4. **Display of provisional Merit List** on website www.dte.org.in/dsepoly2013, indicating State Merit No, State Category Merit No etc.
5. **Conduction of CAP round** i.e. admission round by counseling at Institute Level.

The **Centralized Admission Process (CAP)** has following **Steps**:

Step I – Availability of the Information brochure:

- All aspiring Candidates are required to procure/purchase the Information Brochure along with Application Kit from the designated ARCs.
- The Application Kit consists of Application ID and Password as well as important instructions/guidelines. The candidate can submit the application form with the help of the Application ID and password.
- Information Brochure along with Application Kit for Academic Year 2013-14 will be available for **Rs.250/-** for General Category candidates and **Rs.150/-** for reserved Category (belonging to Maharashtra State only) candidates at all the ARCs mentioned in Annexure 4.
- All the information printed in the brochure will also be available on the website www.dte.org.in/dsepoly2013 for browsing, downloading and printing.

General Instructions for filling online Application form for CAP

- The candidate has to login to the website www.dte.org.in/dsepoly2013 through his/her Application ID and Password provided in the Application Kit.
- Candidate has to fill online application for CAP Admission and take the printout of the online submitted application form.
- Candidates are required to attach the attested copies of required documents mentioned in the application form.
- The Candidate should go to the any ARC **in person** for verification & confirmation of Online Application along with the Original and attested copies of required documents.
- The ARC officer shall verify and scrutinise the online filled application and documents attached and confirms the Application form of the candidate and shall issue the acknowledgement cum receipt of confirmation of Application Form.

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

Step - II: Display of provisional Merit list for Maharashtra Candidates

Provisional Merit List of eligible Maharashtra candidates will be displayed on dte.org.in/dsepoly2013 and at the ARCs as per the schedule.

- For discrepancy in the provisional merit list, if any, get the corrections by lodging the grievance at ARCs, where the candidate has confirmed the application within the period specified in the schedule. No additional document to substantiate the claim made in application shall be accepted.
- Final merit lists will be displayed on the www.dte.org.in/dsepoly2013 and at ARCs as per the Schedule.

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

Step -III: Counseling round of Admission (CAP)

Eligible Candidates under CAP:

The candidates whose names have appeared in the Maharashtra State Merit List of CAP published by the Directorate of Technical Education are eligible for counseling rounds. Candidates are required to apply to the institutes separately as per their choices against the advertisements of the respective institutes.

Available Seats

- All Maharashtra State seats under purview of Competent Authority.

Rules of Reporting for CAP Round by counseling:

- Eligible candidates must report in-person at the Institute where the candidate has applied in order to secure admission as per the notified schedule by the Institute.
- The candidate will report to the Institute as per institute's schedule along with the necessary original documents for verification and fees.
- Eligible Candidates who report to the Institute for admission will be offered admission to available seat as per the merit of candidates.
- The Institute will update the confirmation of the candidate's admission on DTE website through the login immediately.
- If the candidate fails to report to the Institute and pay the fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat.

Annexure - 2

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, Std X /std XII/ITI/COE/MCVC Mark sheet/ Proforma Z, School leaving certificate
2.	Type – B Candidates	Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra (In addition to the documents mentioned in Sr. No. 1)
3.	Type – C Candidates	Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Govt / Govt. of India undertaking employee is presently posted in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
4.	Type – D Candidates	Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Govt / Maharashtra State Government undertaking employee. (In addition to the documents mentioned in Sr. No. 1)
5.	S.C. / S.T.	Caste certificate (In addition to the documents mentioned in Sr. No. 1)
6.	VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories	Caste certificate Non creamy layer certificate valid up to 31st March 2014 (In addition to the documents mentioned in Sr. No. 1)
7	Minority Candidate	Certificate of Religion or leaving certificate showing candidate belongs to Muslim, Buddhist, Christian, Shikh, Parsi and Jain community(In addition to the documents mentioned in Sr. No. 1)

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

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

**** Domicile certificate:**

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

Cutoff date for the eligibility:

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

Caste validity Certificate:

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

Guidelines for the Admission Process to be carried out by All Polytechnics

A. Admissions to CAP Candidates for the institute

Respective Institute shall invite the applications from those candidates whose names are appeared in the State Level Merit List generated by the Directorate of Technical Education, Mumbai. The procedure for inviting the applications is given in Rule No 6.0.

B. Eligibility criteria of candidates for admission process to be carried out at institute level

For eligibility of the candidates refer rule No 2.0 and whose names are appeared in the State Level Merit List generated by the Directorate of Technical Education, Mumbai.

C. Seats available:

The seats available with the Competent Authority for the CAP which are to be filled through counseling at the Institute level are as follows:

- I. Lateral Entry Seats: 20% of sanctioned intake, which will be over and above, supernumerary to the approved intake.
- II. Seats Remaining Vacant within Sanctioned Intake (S), read Rule 3.0

Guidelines for the CAP admission:

- All admissions shall be done in fully fair and transparent Manner & shall be Merit based and in accordance with the rules prescribed in the brochure.
- Aspiring candidates whose names are appeared in the DTE Merit List shall apply directly to the Principal of the respective institutes for admissions.
- Information brochure/prospectus of the Institute which includes these rules formulated by DTE should be published well before the commencement of the process of admission for seats to be filled at the Institute Level. All the information in the brochures should also be displayed on the Institute's website.
- Display the detail schedule of admission activity in the News paper.
- To resolve a tie i.e. more than one candidate securing equal marks in aggregate marks, the procedure given in Rule 5.2 of Information Brochure" shall be adopted.

General Notes:

1. The Institute should update the information of the reported candidates, allotted under CAP on the same day on which the candidate is reporting to the institute through their institute login clearly indicating the stage of their admission within 10 days from the cut off date of admission. Institutes not updating list of admitted candidates on website before cutoff date will be penalised as per Government Resolution.

2. Institutes starting courses/filling seats over & above sanctioned intake without AICTE/Govt approval will be penalised as per GR No NSG-2005/(821/05) HE-3 dated 22nd January 2007. (Refer Rule No 17.4)
3. Three copies of such lists are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Principal / Head of the Institute
4. Admission authority should maintain record of Application sold, received, provisional and final merit list, attendance of student reporting for admission, list of admitted candidates.

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



Proforma - A

(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 of.....in.....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 **Direct Second** year Diploma course in Engineering/Technology 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 – B
(For Type D candidates)

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

Reference. No.:

Date:

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity of.....in.....This Organisation /Establishment / Department is underDepartment of Maharashtra State Govt. / Govt. of India/Maharashtra State Govt. or Govt. of India undertaking.

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

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

This certificate is issued for the purpose of his / her son / daughter’s admission to **Direct Second** year Diploma course in Engineering/Technology for the year 2013-14.

Date:

(Signature)

Place:

Name & Designation

of the Head of the

office

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

Proforma - N

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

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

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

Date :

Place :

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



Proforma-M
Application of Cancellation of admission
 (To be submitted in duplicate)

Date:

To
 The Principal,

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

Sir,

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

Reasons for cancellation of admission

- 1) I have secured admission
- 2) On personal grounds

Undertaking:

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

.....
 Signature of candidate

For Office use only :

Full address of the candidate:

Telephone No :

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

Signature of Accounts Officer

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

1 2 3	
Signature of the candidate	

Proforma Z

(Candidate who has passed Std X & Std XII from any institute from Maharashtra and could not produce mark sheet of Std X & Std XII shall produce Proforma Z)

(Applicable for Maharashtra Candidates only)

This is to certify that Shri. / Ku. _____

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

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

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

Date:

Place:

(Signature)

Name & Designation of the Head of the Institute