

**Rules for Admission to First Year of
Post SSC Diploma Courses in Engineering /Technology in
Government, Government Aided & Un-Aided Polytechnics in
Maharashtra State
For the academic year
2011-12**



**Directorate of Technical Education,
Maharashtra State, 3, Mahapalika Marg, Dhobi Talao,
Mumbai - 400 001**

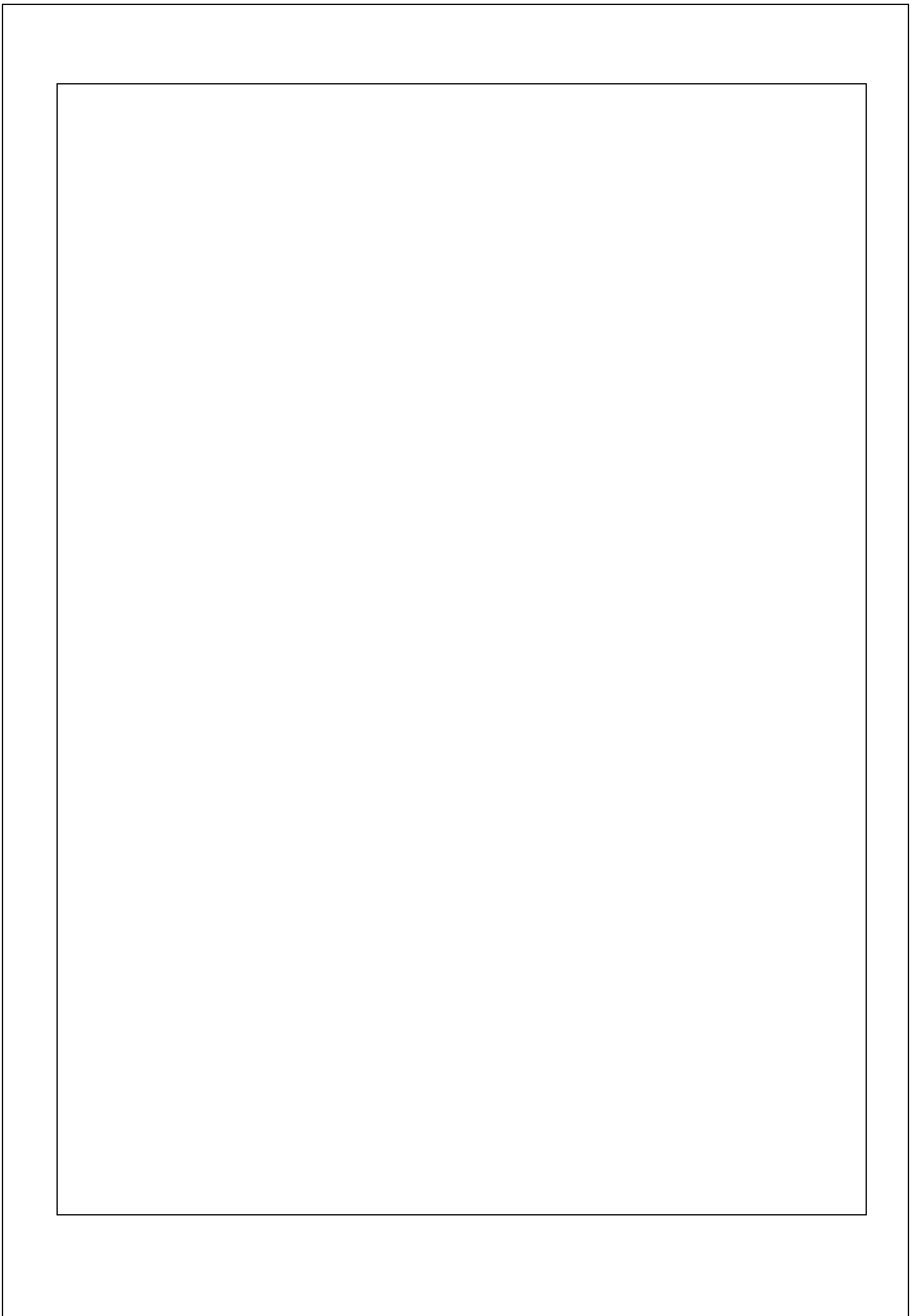
STD Code: 022, Tel: 2262 0601/ 2269 0602/ 2264 1150/ 2264 1151

Help Line No: (022) 2262 6853 / 2262 6854

Fax : 022- 2269 2102 / 2269 0007

Website :<http://www.dte.org.in>

E-Mail : desk10@dte.org.in



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Reference: GR No. DTEA-2011/(82/11)/TE-5 Dated: 11/05/2011 of Higher & Technical Education Department

1.0 General :

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

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

1.1 Abbreviations used in the brochure:

DTE	Director of Technical Education, Maharashtra State
GoI	Government of India
HSC	Higher Secondary Certificate
IoT	Institute of Technology
SSC	Secondary School Certificate
OMS	Outside Maharashtra State
PIO	Persons of Indian Origin
NRI	Non Resident Indian
AICTE	All India Council of Technical Education
MSBTE	Maharashtra State Board of Technical Education, Mumbai
CAP	Centralised Admission Process
GoM	Government of Maharashtra
HD	Home District
OHD	Other than Home District

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 competent authority.
- '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 where a candidate can fill the Online application form, submit and upload it.

- 'Polytechnic' means an institution imparting technical education in Engineering and allied technical subjects leading to Diploma in Engineering / Technology.
- 'Government Polytechnic' means the Polytechnic run by the Government of Maharashtra.
- 'Government Aided Polytechnic' means Polytechnic run by private management which receives financial assistance from the Government of Maharashtra.
- 'Un-Aided Polytechnic' means Polytechnic run 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 with reference to the AICTE's approval.
- '*Inter se* merit' means the order of merit.
- 'Candidate' means an applicant who desires to seek admission to First Year of Diploma Course in Polytechnic in Maharashtra State by submitting the prescribed application form to the individual institutes/ARC for Un-aided polytechnics and Government/Government aided Polytechnic respectively.
- 'Course' means three/four year diploma course/programme in Engineering/Technology.
- 'Diploma' means Diploma awarded by the Maharashtra State Board of Technical Education/ Diploma awarded by AICTE approved autonomous polytechnics in Maharashtra state.
- 'Aggregate marks' shall mean the grand total marks obtained by the candidate, taken together for all the subjects, whether compulsory or optional.
- 'Sandwich Pattern' is the provision of Industrial Training during the course in Diploma.
- Persons of Indian Origin (PIO): Persons who are citizens of other countries (**except Pakistan and Bangladesh**) who at any time held an Indian Passport or that person or either of his / her parents or any of his / her grand parents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- Foreign Nationals: Citizens of all countries other than India, who are not of Indian origin as defined under PIO.
- Foreign Student: Foreign Student in this context shall be defined as the student who possesses a foreign passport.
- NRI: Non Resident Indian as per definition given in the section 6 of the Income Tax Act 1961.

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

- The Competent Authority duly appointed by the Government and headed by the Director of Technical Education, Maharashtra State, shall be the authority for Centralised Admission Process (CAP) and direct the students as per their allotment through CAP to all Govt/Govt Aided Polytechnics. The authority will also effect the admissions in unaided courses in Aided Polytechnics.

- Competent Authority shall be the sole authority to effect admission through CAP for Govt., Govt. Aided Polytechnics.
- Competent Authority shall also effect admissions to the unaided courses in Aided Polytechnics.
- Competent Authority shall also deal with the representations received from the candidates pertaining to allotment and admissions in Govt., Govt. Aided Polytechnics which acts as Grievance Redressal Authority and Appellate Authority at State level.
- To scrutinize the Applications received from the aspiring candidates, Course-wise list of the students admitted to First year by all Unaided Polytechnics submitted through the office of Joint Director, Tech. Education of respective regional offices in the State of Maharashtra as per the schedule.
- All the decisions taken in relation to Admission to First Year of Engineering/Technology Diploma courses, by the Competent Authority shall be final and binding on all concerned.

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

These are the seats for which admission is carried out by the Admission Authority through CAP*. The details of such seats are as shown in the following table.

Sr. No.	Institutes	Sanctioned Intake		
		Institution seats		Seats under CAP process
		Minority Seats	Institute Level seats	
1	All Govt. & Govt. Aided Polytechnics	Nil	Nil	*100%
2	Govt. Aided Minority Polytechnics	50%	--	*50%
3	All Un-Aided Non-Minority Polytechnics	Nil	**20%	*80%
4	Un-Aided Minority Polytechnics	As decided by the respective Minority Institute		CAP Seats= Sanctioned Intake – (Minority Seats + Institute level seats)#

* -Admissions through CAP.

** -Refer Rule No 1..6

#-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.

(Competent authority for Institution seats shall be Principal of the concerned polytechnic/institute.)

1. For Admission in Government/ Govt Aided polytechnics, unaided polytechnics candidates will have to apply through online application hosted on the website <http://www.dte.org.in/poly2011> only. No other mode of application submission will be accepted.

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

Note:-

1. Minority institutes willing to surrender Minority seats due to non availability of minority candidates shall obtain permission from Minority department. While applying for permission it is mandatory for institute to inform whether institute is participating or not participating in CAP.
2. Minority institutes only those participating in CAP can surrender Minority seats for CAP subject to prior permission from the Minority department and number of seats to be surrendered shall be as permitted by Minority Dept, no change will be accepted.
3. Minority institutes only those participating in CAP can surrender Minority seats for CAP only after the end of CAP Round 2 and before start of filling option form of CAP Round 3 conducted by competent authority.
4. Unaided Non Minority institutes willing to surrender institute level seats in CAP shall surrender as under:-
 - a. Before the start of CAP
 - b. After the end of CAP Round 2 and before start of filling option form of CAP Round 3
 - c. Shall not surrender seats other than mentioned in a & b.

Approved new institutes and the variations/changes in sanctioned intake/addition or deletion of course for the existing institutes on or before 15th June 2011 shall be included in the Centralised Admission Process (CAP) of the academic year 2011-12.

Approvals to start a new institute and changes in sanctioned intake capacity for the course in existing institutes communicated after the printing of the information brochure shall be displayed only on the website <http://www.dte.org.in/poly2011> and will not be separately notified in any newspaper.

1.5 Seats available Over & Above Sanctioned Intake

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

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

1.5.2 Seats for Jammu & Kashmir Migrant Candidates:

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

- **J-1 Type:** The children of citizens who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J & K from 1990 onwards due to terrorist activities.
- **J-2 Type:** The children of officers belonging to Indian Administrative Services, Indian Police Services, Indian Forest Service, other officers and children of staff belonging to military and paramilitary forces, transferred to Jammu and Kashmir to combat terrorist activities.
- **J-3 Type:** The children of staff of J & K police engaged in combating terrorism.

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

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

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

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

1.5.3 Seats for Government of India Nominees:

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

- The respective state selects the candidates for the seats earmarked for the state
- The competent authority of the respective state issues the course allotment letter to the candidate.
- The candidate with course allotment letter is required to report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- No GOI Nominee candidate shall report directly to the Institute without collecting admission letter from **Directorate of Technical Education, Maharashtra state, Mumbai-400 001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

These admissions are subject to the following conditions-

- Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 2.0. Candidates so admitted will have to obtain eligibility certificate from the concerned Board.

- If the candidate does not fulfil the minimum eligibility criterion, he/she will not be considered for admission even though he/she has been nominated as a GoI nominee.
- The backward class category GoI candidates nominated from the respective States will get relaxation in educational qualification for eligibility as in the case of Maharashtra state backward class category candidates. However GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- Candidates admitted under this provision are not allowed to change course or college in subsequent years.

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

Five (5) seats in each course are available over and above the sanctioned intake in Govt. Polytechnic, Mumbai, Govt. Polytechnic, Pune and Govt. Polytechnic Kolhapur under centrally sponsored scheme of Ministry of Human Resource Development of GoI for persons with disabilities. The disability criteria and other conditions of eligibility for these candidates will be same as that for physically handicapped candidates as prescribed in Rule 2.1.4 and the guidelines of Ministry of Human Resource Development of GoI. Candidate seeking admission against these seats will get extra facilities like tuition fee waiver, monthly allowances etc. Candidate seeking admission against this seat shall apply directly to the Principal of the concerned Institute.

1.5.5 Seats for Marathi speaking candidates of Mauritius (MR)

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

The applications for these seats are required to be submitted to the

**Director of Technical Education, Maharashtra State,
3, Mahapalika Marg, Opp. Metro Cinema,
Mumbai- 400 001**

as per schedule. The allotment of seats shall be done by the Director of Technical Education, Maharashtra State, based on the merit of Candidates in this category, as per the details given in the admission schedule.

- The father/ mother of these candidates must be citizens of Mauritius and the candidate is required to produce a certificate from Indian High Commission to the effect that applicant is from Marathi speaking Community in Mauritius .
- Candidates shall bear all related expenses for studies in Maharashtra and no concession whatsoever shall be admissible to them for admission or continuation of education.

1.5.6 D. D. Daruwala Memorial Scholarship Trust Seat

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

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

Provision of 15 seats in the State is made for N.C.C. candidates. These 15 seats will be distributed in the Govt. & Govt. Aided Polytechnics by Director, Technical Education prior to the

commencement of admission process. Maximum one seat will be offered in each Polytechnic. These seats are over and above for the Institute. Candidates seeking admission against these seats shall submit the prescribed application form to the N.C.C. authority mentioned in **Annexure 3**. Admission against these seats is made on the basis of *inter se* merit of the N.C.C. candidates as per the merit list prepared by the N.C.C. authority. The N.C.C. Candidates can also apply online for CAP seats as well as seek admission for seats available for admission through individual institutes by applying separately for admissions to diploma courses other than N.C.C. quota. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility criterion mentioned in 2.0

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

Note:-

- Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original documents are retained with the previous institute. (Proforma N)
- Candidates seeking admission under NCC quota shall execute their applications such that their applications shall reach to the N.C.C. authority as per the notified schedule.

1.5.8 Tuition Fee Waiver Scheme of AICTE

The salient features of the scheme are:-

- Under the Scheme, up to 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
- Sons and daughters of parent having annual income of less than Rs. 2.50 lakhs from all sources shall only be eligible for seats under this scheme.
- The scheme shall be mandatory for all Institutions approved by the council.
- The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for self-financing Institutions and by the Government for the Government and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.

Tuition Fee Waiver scheme shall be implemented as follows:

- The competent authority to effect these admissions is the State Government or its designated Authority. State Admission authority shall invite applications under this category, make a separate merit list for this category and effect admissions on the basis of the merit list so generated.
- All such additional seats shall be treated as TFWS seats of Maharashtra state quota. These additional seats will be filled as State Level seats and will be made available to eligible candidates of **Tuition Fee Waiver scheme as a separate choice**.
- In the event of non-availability of students in this category the same shall not be given to any other category of applicants.
- Candidates willing to opt for these additional TFWS seats will have to specify their willingness in the option form as a separate choice code.
- Only Maharashtra State candidates will be admitted against such additional seats.
- These seats shall be filled only through Round-I, II and III of CAP process.

- If the competent authority finds that there is inadequate number of beneficiaries available for the particular course at the institute at the end of CAP Round-III then such seats will not be filled and will remain vacant.
- List of Technical Institutes having approvals for Tuition Fee Waiver scheme shall be made available before the submission of option form.
- The Institutions should publish in their brochure and web site the number of tuition fee waivers available in each category in each course/division.
- The Competent Authority will prepare merit list of applicants from eligible students and will effect admissions strictly on merit basis.
- A letter in this respect shall be issued by the Competent Authority for admissions to each beneficiary.
- Students admitted under this scheme shall not be allowed to change Institution/course under any circumstances.
- The competent authority and Institutions will display the information regarding admitted candidates in their respective web sites for information to the students and other stakeholders.
- Candidates willing to opt for these additional TFWS seats will have to submit income certificate stating that his/her parent's annual income is less than Rs. 2.50 lakhs from all sources from the appropriate competent authority of the Maharashtra State.

1.6 Seats for OMS candidates:

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

- All OMS candidates will be considered as general category candidates and will have to fulfil the eligibility criteria as mentioned in Rule 2.0
- These admissions are made on the basis of *inter se* Merit of the OMS candidates.
- The Head/Principal of concerned unaided institute shall effect these admissions.
- The total number of OMS candidates so admitted should not exceed 20% of the sanctioned intake for any course in the institute.

1.7 Distribution of seats available under General Admission Process:

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

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

1.7.1 District Level 70% Seats:

- The eligibility of a candidate for 70% district level seats shall be decided on the basis of the location of the school from which the candidate has passed the qualifying examination.
e.g., Candidate passing Std. X examination from Ichalkaranji in Kolhapur district is eligible for 70% district level seats of Kolhapur district.
- In the Government/ Government Aided and Un-aided Polytechnics / Institutions running post SSC Diploma courses in Greater Mumbai, Mumbai Suburban and Thane district, Candidates passing Std. X examination from any of the three districts are eligible for 70% district level seats offered by all the three districts. Home District for the candidates applying from above districts seeking admission will be considered under Mumbai district.
- Admissions to the unique courses in the Polytechnics, as shown in [Annexure 5](#), shall be carried out on the basis of State level merit.

2.0 Eligibility Criteria:

2.1 Eligibility criteria for Maharashtra State Candidate and Outside Maharashtra State Candidate for admission to First year of diploma courses in Engineering/ Technology:

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in Best of 5 aggregate (minimum 45% marks in Best of 5 aggregate in case of candidates of Backward class categories valid and recognised in the Maharashtra State) with and in subjects Mathematics, General Science and English.

Note:

1. The term 'aggregate marks' used here shall mean the grand total marks obtained by the candidate, taken together for best 5 subjects.
2. For State Board Candidates who have passed Maths (Code 71) and Science & Technology (Code 72) are only eligible for admission. In case of ICSE & CBSE boards, candidate passed with Science and mathematics is eligible for admission.
3. Best of 5 aggregate marks in case of candidates who have passed qualifying exam on or before 2009 shall be decided by selecting any 5 subjects in which maximum marks are scored.
4. ICSE candidates shall have following options
 - a. Out of 6 subjects comprising of 4 subjects from Group 1 and 2 subjects from Group 2, best of 5 subject's marks shall be considered for admission/Merit.
 - b. All 7 subjects' marks shall be considered for admission/Merit in case of seeking benefit of marks of subjects from Group 3.
5. For CBSE Candidates :- if the marks are given in the form of Grade points then equivalents % of marks shall be calculated as follows
 - a. The CGPA is the average of Grade Points obtained in all the subjects excluding additional 6th subject as per Scheme of Studies.
 - b. Subject wise indicative percentage of marks = $9.5 \times \text{GP of the Subject}$.
 - c. Overall indicative percentage of marks = $9.5 \times \text{CGPA}$

6. ICSE and CBSE Candidates are required to provide equivalent marks authorised from the concerned institute /Board in case of marks given in Grades.
7. Candidates passing SSC Examination from Maharashtra Board having included marks for Sports etc. in Grand Total mentioned in the mark sheet shall be considered.

8. Any amendments/Acts/Judgments which may be published by Government/Hon. Courts of India from time to time will be applicable to Candidates and Institutes covered under these rules of admission.

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

Candidate should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate with and in subjects General Science (Code 72), Higher Mathematics (Code 71) and English.

Note:

- The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Polytechnics /Institutes. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.
- The eligibility of the candidates passing the SSC (Std. X) equivalent examination from a school/college/Examination Board situate outside India shall be further decided by the Institute to which the candidate is admitted. Hence such candidates are advised to get their eligibility/equivalence certificates from competent authority at the time of admission. (Refer Annexure 4)

2.1.2 Eligibility Criterion for Jammu & Kashmir Migrant Candidates

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate with and in subjects General Science (Code 72), Higher Mathematics (Code 71) and English.

2.1.3 Eligibility Criterion for Government of India Nominees

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate (minimum 45% marks in aggregate in case of candidates of backward class categories) with and in subjects General Science (Code 72), Higher Mathematics (Code 71) and English.

2.1.4 Eligibility Criterion for Physical handicapped Candidates

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate (minimum 45% marks in aggregate in case of candidates of Backward class categories valid and recognised in the Maharashtra State) with and in subjects General Science (Code 72), Higher Mathematics (Code 71) and English. These seats are only available for Home District Candidates.

Note:

Only Maharashtra State candidates (Type A, B, C, D, & E) are eligible to apply for admission against these seats

3.0 Type of Candidature

Types of Maharashtra State Candidates and Home District:

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

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

Sr. No	Type of candidate	Eligibility requirement and District area under which the candidate is eligible for District level 70% seats.	Home District
	Maharashtra State Govt. / Maharashtra State Govt undertaking / Central Govt. / Govt. of India Undertaking employee who is transferred to a place in another District and the candidate intends to shift to the District where the Father / Mother is posted).	Father / Mother of the candidate is a State Govt. / State Govt. Undertaking / Central Govt. / Govt. of India Undertaking employee who is transferred to a place in another District from the place of passing of qualifying examination of their children in Maharashtra and reported for duty before the last date for submitting of application form.	who is a State Government / Maharashtra State Government Undertaking / Central Government /Central Government undertaking employee falls in the State of Maharashtra. Note: Candidate opting as Type E candidate will lose the opportunity as Type A candidate. If any candidate applies for both as Type A and Type E candidate, then his/her claim as Type E candidate will be considered for preparation of Home District Merit list.
6	Outside Maharashtra State candidate (OMS)	OMS candidate should be an Indian national, who is not satisfying any of the conditions Stated in Sr. No. 1,2, 3, 4,5 (i.e. Type A,B,C, D,E) of rule 3.0 and should have passed SSC(Std. X) examination from an institute <i>situate</i> outside State of Maharashtra within India. Note: - OMS candidates are not eligible for admission in Govt/Govt Aided Polytechnics.	

4.0 Admission to Mining and Mine surveying course:

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

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

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

6.0 Reservations:

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

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

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

- 15 % seats of the seats available under General Admission Process as prescribed in rule 1.4, shall be reserved for Candidates passing Std. X examination with Technical/

vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.

- For deciding the merit of such candidates, the marks scored by the candidate in the SSC Examination, without considering the marks scored in the Technical/ vocational subjects, shall be considered.
- The seats reserved for these candidates shall have further reservation among themselves for the Backward Class category candidates mentioned in these Rules.

6.2 Reservation for sons / daughters of defence Service Personnel:

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

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
- b) Children of active service personnel who are domiciled in Maharashtra State (D2).
- c) Children of active service personnel (D3)
 - Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
 - Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children education.

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

Note:

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

6.3 Reservations for Physically Handicapped Candidates:

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

This reservation shall be applicable for following types of physically handicapped candidates:

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

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

Note:

- It should be noted that the physically handicapped candidates on admission to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE.
- No relaxation in educational qualification will be entertained for physically handicapped candidates.
- The certificate (proforma F/F-1) should clearly state that the extent of disability is more than **40%** and the disability is permanent in nature.

6.4 Reservation for female candidates:

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

This reservation shall be applicable for General, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC categories. Seats reserved for Female candidates are available under both the 70% Home District seats and 30% Other than Home District seats coming under the CAP.

There shall be no reservation for Female candidates under Defence, Physically Handicapped and SBC categories.

6.5 Reservation for the Weaver Community of Solapur District :

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

6.6 Reservation for Backward Class Candidates:

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

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

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

Note:

- Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
- The reservation for backward class candidates shall **not be available** in Unaided Minority Institutes/colleges.

- Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of the seats available for Maharashtra candidates which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under General admission process and total reservation does not exceed 50%.
- Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.
- All OMS candidates are treated as GENERAL/OPEN category candidates and are not eligible to claim reservation.

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

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

Sr. No.	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
2.	S.T.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
3.	VJ/DT- N.T.(A) /S.B.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Non-creamy layer Certificate valid up to 31 st March 2012.	Sub Divisional Officer / Deputy Collector / Collector of the district.
4.	N.T.(B)/ N.T.(C)/ N.T.(D)/ O.B.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Non-creamy layer Certificate valid up to 31 st March 2012.	Sub Divisional Officer / Deputy Collector / Collector of the district.
5	Economically weaker section (EWS) under Fee waiver scheme	Annual Income certificate of parents issued after 1 st April of current year. The income of parents shall be up to Rs. 2.5 lakhs.	Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district.

8.0 Submission of Application form at ARC:

Eligible Candidates seeking admission to the first year of Diploma Courses in Govt./Govt Aided/ Unaided polytechnics(participating in CAP) shall submit Online application form on <http://www.dte.org.in/poly2011> as per the schedule given in the Notification. Detail process of submission of online application is given in the **Annexure 1**

9.0 Documents required for various types of candidates:

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

10.0 Attestation

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

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

11.0 Translation:

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

12.0 Assignment of merit number

12.1 Merit Number:

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

- Aggregate best of 5 marks obtained at SSC (Std. X) or equivalent qualifying examination shall be the basis for the purpose of determining the *inter se* merit.
- No rounding off of the marks secured by the candidate will be done in individual subject or grand total while converting marks of the individual subject out of 100.
- Candidates passing SSC Examination from Maharashtra Board having included marks for Sports etc. in Grand Total mentioned in the mark sheet shall be considered.
- In any case externally additional weightage shall not be added to Grand Total.

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

Note:

1. Merit list of Maharashtra State Candidates so prepared shall indicate a State level General Merit No., State level Category Merit no. (as applicable), Home District General Merit No., Home District Category Merit no. (As applicable) etc.
2. Assignment of a Merit number does not indicate or ensure admission to any seat.

12.2 Relative Merit in case of tie:

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

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

12.3 Change of Marks due to verification:

- If the marks in the qualifying examination are modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the ARC incharge immediately.
- However the effect of the change will be taken into consideration only for the subsequent round (s) of admission.

13.0 Rules of Admission through Centralized Admission Process (CAP)

This section briefly explains the various stages and procedure adopted for the CAP. Candidates seeking admission to Diploma in Engineering/Technology courses are required to fulfil the eligibility criterion as mentioned in Rule 2.0

For the academic year 2011-12, the Competent Authority shall conduct total Four (4) rounds of Centralized Admission. The CAP shall consist of first three (3) rounds of Centralized Allotment wherein eligible candidates of respective rounds will fill & confirm separate/fresh Online Option forms for respective rounds.

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

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

1. Online fill in and Submission of Online Application form on website <http://www.dte.org.in/poly2011> for admission to Diploma through CAP.
2. Candidate should fill & submit only one online application form which shall be applicable for admission to all Diploma Institutes participating in CAP.
3. Candidates filling/confirming more than one application will be treated as duplicate forms and shall be rejected without any communication to the candidates and only latest application shall be considered valid for admission.
4. Document Verification and Confirmation of online application form at the Application form Receipt Centers (ARCs) by eligible candidates.

5. Display of Merit List of candidates who have confirmed the online Application Form at ARC for Centralized Admission process for admission to Diploma as per schedule.
6. Fill in and confirm the Online Option Form(s) for CAP Round(s) I/II/III **at ARC** (by candidates eligible to participate in these respective CAP rounds).
7. Display of Allotment(s) of respective CAP Round(s) I/II/III on website <http://www.dte.org.in/poly2011>.
8. Reporting to respective Institutes as per allotment of CAP Round(s) I/II/III.
9. Conduction of CAP Round-IV by counselling at the designated centers of admission and Reporting to respective Institute.

Note:

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

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

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

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

Summary of “Rules of Reporting” in CAP is given in the following Table

Round No.	No. of Options to be filled in	No. of options allotted for which confirming Admission is Compulsory	Remarks
First	45 options (Min. 1 and Max. 45)	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 4~45 may also confirm the admission if he/she wishes so, however such candidate who have confirmed admission will not be able to participate in further rounds of CAP i.e. Round-II,III &IV.

Second	45 fresh options (Min. 1 and Max. 45)	Any one of the first Seven options	Candidate has to confirm the admission, if he / she get allotment of any choice from first Seven options. Such candidates will not be able to participate in further rounds of CAP i.e. Round-III & IV, irrespective of the fact that such candidate confirms the admission or not. Other candidates who have got allotment between options 8~45 may confirm the admission if he/she wishes so, however such candidate who have confirmed admission will not be able to participate in further rounds of CAP i.e. Round-III & IV.
Third	45 fresh options (Min. 1 and Max. 45)	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 last round of CAP i.e. Round-IV, irrespective of the fact that such candidate confirms the admission or not.
Fourth round by Counseling	-	Available seats will be offered to candidates eligible to participate in Round-IV as per inter se merit.	No seat tag of reservation, gender etc. shall be maintained in this round. All available seats will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round-IV.

14.0 Admission Rounds:

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

- Aspiring candidates fulfilling the eligibility criteria for Foreign Nationals/Foreign students /PIOs/Children of Indian workers in the Gulf countries/Children of NRI shall directly submit their applications to **The Director, Technical Education (M.S) Mumbai-400001**, for admissions to Govt. / Govt Aided Institutes.
- As on today No Government /Govt. Aided institutes are having the permission to admit Foreign Nationals/Foreign students /PIOs/Children of Indian workers in the Gulf countries/Children of NRI.

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

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

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 a certificate from AICTE regarding the availability of facilities for creation of supernumerary seats.
- If any seats available for Foreign Nationals / Foreign Students / 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 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.

14.3 Admissions Through CAP for Maharashtra State Candidates:

For the academic year 2011-12, the Competent Authority shall conduct total Four (4) rounds of Centralized Admission. The CAP shall consist of first three (3) rounds of Centralized Allotment wherein eligible candidates will fill separate/fresh Online Option forms for respective rounds. The CAP round IV shall be conducted by way of counseling only for the eligible candidates at Center of Admission.

Centralized Admission Process is summarized as below:

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

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

Only one round of admission by counseling for J&K Migrant seats will be conducted.

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

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

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

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

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

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

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

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

The seat tag i.e. *Reserved category, PH, DEF, female* etc. shall be maintained till stage-VII of CAP Round-III. 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, II & III.

❖ CAP Round IV- Admission by Counseling at District Level:

This round of admission will be conducted only for eligible candidates of the respective district whose names have appeared in Final Merit list (subject to eligibility of participation as set out in the Annexure 1). During this round of admission by Counseling, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as District, other than District, Backward Class, Physically Handicapped etc).

General Notes:

- Allotment for Home District seats and Other than Home District seats will be carried out as per *inter se* merit of District area merit list and Maharashtra State merit list respectively of CAP Round-I, II .
- Seats will be allotted to candidates as per their *inter se* merit, as per the options filled and the number of seats available at that point of time in the stage of CAP Round-I, II, and III.
- 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 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 is retained as final allotment.
- During Round I, stage I & II will be repeated after stage III for upward shifts to the all the candidates due to allotment to SBC candidates in stage – III.

- The allotment will be displayed on DTE website <http://www.dte.org.in/poly2011>. The allotment list displayed will show only the provisional allotment offered to the candidates.
- Allotment letters in this regard will be made available on the website and the concerned candidates are required to take a printout and submit to the allotted institute while reporting. The ARC will support to the concerned candidate for taking the printout of the allotment letter.
- The logic for the following stages will be implemented using computer software for the direct allotment.
- The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission, by paying necessary fees on or before the last date specified for the same. No personal communication in this regard will be issued.
- The admission will be online confirmed at the 'Respective Institute' only after scrutiny of documents and payment of fees.

❖ **Logic for Allotment:**

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

Stage –I: For all the candidates

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

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

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

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

Stage –III: For Special Backward Class category candidates

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

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

- All the Backward class category candidates will be considered for allotment in this stage in the groups as mentioned below.
 - Group 1:** i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC)
ii) Scheduled Tribes including those living outside the specified areas (ST)
 - Group 2:** i) Vimukta Jati/De- Notified Tribes (VJ/DT) NT(A)
ii) Nomadic Tribes 1 (NT-B)
 - Group 3:** i) Nomadic Tribes 2 (NT-C)
ii) Nomadic Tribes 3 (NT-D)
iii) Other Backward Class (OBC)
- On completion of Stage –III, the seats remaining vacant in the respective group of categories as mentioned above, shall be considered for allotment to the candidates of respective group as per the *inter se* merit of the candidates.

Stage-V: For all Backward Class category candidates

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

Stage –VI: For Physically handicapped category candidates

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

Stage –VII: Merging of HD/OHD

- Seats remaining vacant will be offered to all candidates solely on the basis of *inter-se* merit of eligible candidates without any reference to the Home District, Other than Home District of the candidate(s) (open /reserved).

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

- The seats remaining vacant after completion of Stage –V, shall be considered for allotment to all the candidates (open/reserved/male/female) on the basis of their *inter se* merit.
- For above step no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of *inter-se* merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as Backward Class, Physically Handicapped) for HD and OHD candidates.
- Seats remaining vacant will be offered to all candidates solely on the basis of *inter-se* merit of eligible candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as HD,OHD,Backward Class, Physically Handicapped etc).

14.4 Reporting after CAP Rounds:

- **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 the display of allotment of CAP Rounds, candidate should report to the respective Institutes where they have been allotted a seat as per the notified schedule of the admission process.
- Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation as specified in Annexure- 4.
- If the candidate fails to report to the allotted institute within specified schedule i.e. on or before the last date of reporting after each allotment round, then such a candidate forfeits the claim on the allotted seat.

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

15.0 Retention of Original certificates:

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

16.0 Mode of payment of fees :

- The candidate who has been offered a seat in any Polytechnic shall pay the prescribed tuition fees, development fees and other fees in the form of D.D./P.O. of Nationalised bank valid for minimum six month in favour of the Principal of the respective institute. No other mode of payment will be accepted. The admission shall be confirmed only after the payment of fees.
- All the candidates who are eligible for fee concession should produce documentary evidence issued by appropriate authority at the time of admission.

17.0 Fees, concessions, cancellations and refund:

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

17.1 Tuition Fees & other fees :

➤ **For Government and 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

d) For NRI/PIO/Foreign Nationals/Foreign Students/Children of Indian Workers in the Gulf Countries candidates

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

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

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

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

Note:

- **If candidate seeks admission to Diploma after XIth and/or XIIth standard Pass/Fail and availed the fee concessions shall pay full tuition, development & other fees for equivalent number of years.**
- Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2012. The candidates not having validity of Non-creamy layer up to 31st March 2012 may submit the Non-creamy Layer certificate issued in the previous academic year having validity up to the cut off date of the current admission process, subjected to the condition that the candidate will have to submit the revised validity up to 31st March 2012 within a period of one month from the date of his / her admission in the institute, failing which the candidates admission in the institute stands cancelled on its own.
- Hostel Fees in case of candidates opting for hostel accommodation, Insurance etc. and any other fees as applicable to respective institute shall be charged at institute level from the candidates.
- Changes if any in the fees will be notified later and will be binding on the candidates.
- The admission shall be confirmed only after payment of fees as indicated above.

17.2 Caution Money:

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

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

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

17.3 Cancellation of admission and Refund of fees:

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 Niyrantran Samithi, Mumbai.

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 date of start of Academic session and seat could be filled by the institute before the cut off date	Entire fee less Rs.1000/-
2	Request received after the start of Academic session and seat could be filled by the institute before the cut off date	Entire fee less the total fee on Prorata basis. (Tuition, development, other and hostel fee)
3	Request received before / after the start of Academic session and seat could not be filled by the institute after cut off date.	No refund (except security deposit)

Note:

- Entire amount of security / caution money deposit is to be refunded back.
- For calculation of amount on the prorata-basis, one month shall be treated as one unit e.g. if the candidate cancels the admission on third day after start of academic session and seat could be filled before the cut-off date, then cancellation charges will be the higher amount of (Total fees) /12 or Rs.1000/-.
- In case of candidates belonging to SC/ST/VJ/DT(NT-A)/NT-B/NT-C/NT-D/OBC/SBC who want to cancel the admission, the above provisions of refund shall be applicable to him/her as if the candidate has secured admission in open category and the candidate will have to pay the tuition fee on the prorata basis as cancellation charges before claiming the original certificates from the institute.

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

17.4.1 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

17.4.2 Late uploading of Admitted candidates on DTE web site.

- 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 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.
- 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.**
- **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.

18.0 Concessions in tuition fee:

18.1 E.B.C Concession :

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

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

- 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.

18.2 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.

18.3 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.

19.0 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 physically handicapped candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- Head of the institution may verify the antecedents of any candidate through the appropriate police authority. The report received from police authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- Excess admissions: No excess admission above the approved sanctioned intake of the institution is permitted in any case.

20.0 Hostel Accommodation:

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

The Principal of the Polytechnics shall consider sympathetically on priority the applications of physically handicapped candidates, sons and daughters of Jammu and Kashmir migrants and Gol nominees for Hostel accommodation.

21.0 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.

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

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution 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 10 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 meet, 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.

21.2 Undertaking:

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

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

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

- 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.

22.0 Transfer of Student:

- A candidate once admitted in the first year or semester of a course shall not be transferred during the same year or first two semesters to any other institution or course for any reason.
- A candidate admitted in any Government or Govt. Aided polytechnic and passing the first year or second semester examination or any higher year or even semester examination as the case may be, in full (not with ATK), may be transferred to another Government or Govt. Aided polytechnic in next year or semester on getting admission in the same course or another course, if eligible, provided vacancy exists and he/ she stands in merit in comparison to other candidates aspiring for such change. In this case, the Principal of the polytechnic shall be authorized to admit such candidates by the following approved procedure. The priority for such admissions shall be in the following order: -
 - a) Candidates from the same polytechnic aspiring for the change of course.
 - b) Candidates from other polytechnics aspiring for only transfer into their original discipline.
 - c) Candidates from other polytechnics aspiring for transfer as well as change of course.
- The candidate from Un aided polytechnics shall not be eligible for transfer to Government or Govt. Aided polytechnics.
- This Rule shall be applicable for transfer of candidates from and among the Unaided polytechnics, provided both the polytechnics agree in writing for the respective transfers and the examination authority agrees thereof. **Such transfer shall be permitted, subject to approval of the Joint Director of Technical Education of the concerned region(s).**
- In exceptional cases, on genuine humanitarian grounds or closure of the course by Government order, the Director may permit the unaided polytechnic to transfer such candidates to another Unaided polytechnic only.

- Transfer of candidate from one polytechnic to another during Third Semester/Second Year should be allowed only if **NOC** is issued in writing by the Principal of polytechnic to which the student belongs. Transfers made in accordance with this clause should be reported immediately to the Director of Technical Education, (MS), Mumbai and also to the Secretary, MSBTE, Mumbai / Regional Office Board of Technical Education, by the Principal of the polytechnic to which the candidate is transferred along with a copy of NOC given by the Principal of other polytechnic.

Annexure 1

Procedure for Centralized Admission Process (CAP) for the academic year 2011-12

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

1. **Sale of Information Brochure** along with Application Kit at designated ARCs
2. **Filling up** of Online Application form on website www.dte.org.in/poly2011, for each of the CAP rounds I/II/III by eligible candidates.
3. **Confirmation** of Online Option Form for each of the CAP rounds I/II/III by the eligible candidate ***in person at ARC only***
4. **Display of provisional Merit List** on website www.dte.org.in/poly2011, indicating State Merit No, Home District Merit No, State Category Merit No etc.
5. **Display of Provisional Allotment** indicating allotment after each of the CAP rounds I/II/III on the website www.dte.org.in/poly2011 and at the **ARC**
6. **Reporting to the institute** as per allotment of the CAP rounds I/II/III and confirmation of admission by the candidate
7. **Conduction of CAP round-IV** i.e. admission round by counselling at District Level.

NOTE:

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

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

Stage I – Availability of the Information brochure:

- 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 and various stages for CAP Admission. The candidate can submit the application form with the help of the Application ID and password.
- Rules & Institute Information brochure for Academic Year 2011-12 will be available for **Rs.400/-** for general Category candidates and **Rs.300/-** for reserved Category(belonging to Maharashtra State Candidates only) candidates at all the ARCs mentioned in Annexure 3.
- All the information printed in the brochure will also be available on the website www.dte.org.in/poly2011 for browsing, downloading and printing.

General Instructions for filling online Application form for CAP Round(s)

- The candidate has to login to the website www.dte.org.in/poly2011 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.
- The J & K Migrant candidates required to fill the Online Application Form by procuring Information brochure along with Application Kit from any ARC, and submit online printed application along with required documents as per the notified schedule by post/by hand to The Principal, S.B.M. Polytechnic, Near Cooper Hospital, Vile Parle (West), Mumbai as their admission shall be done by counseling.
- Candidates claiming NCC seats shall submit the application along with required documents to the Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema, Mumbai - 400 020 for verification and recommendation. **Only names of the recommended candidates by The Director of N.C.C., Maharashtra will appear in the Merit List.**

General Instructions for filling online option form for CAP Round(s)

- The candidate whose names are appeared in the Merit List has to login to the website www.dte.org.in/poly2011 through his/her Application ID and Password.
- The candidate eligible for CAP Round I/II/III should fill the Online Option Form.
- Information Brochure along with Institute details shall be made available at ARC to the candidates free of cost who have confirmed their applications during submission of Online application form phase. For this candidates has to produce acknowledgement cum receipt of confirmation of application form.
- The Candidate should select the choice codes with an order of preference i.e. first, second etc.
- For example, for CAP Round-I a candidate can fill minimum 1 and maximum 45 options and so on.
- The Candidate should go to the ARC **in person** for confirmation of Option Form for the respective rounds.
- Candidate is required to pay processing fees of CAP Round-I, **Rs.100/- in cash** at the ARC and obtain a receipt for the same.
- The ARC officer shall confirms the Option form of the candidate and gives the acknowledgement cum receipt of confirmation of Option form for CAP Round(s) to the candidate indicating the preference wise options given by the candidate.
- Once the options are confirmed at ARC, no change in the options / preferences is allowed.
- The status of Allotment will be available on the website only and no separate allotment letter will be issued to the candidate.

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

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

Provisional Merit List of eligible Maharashtra candidates will be displayed on dte.org.in/poly2011 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/poly2011 and at ARCs as per the Schedule.
- Merit list of eligible J & K Migrant candidates will be displayed on www.dte.org.in/poly2011 after scrutiny of all documents as per schedule.

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

Stage-III: Display of Provisional Allotment of CAP Round I, Reporting to the institute and confirmation of the admission

- The provisional allotment through CAP Round I shall be displayed on www.dte.org.in/poly2011, at ARCs and also at the allotted institutes.
- No separate allotment letter will be issued to candidates.
- The candidate will report at the institute where the seat is allotted along with the necessary documents as per the notified schedule and by paying the fees as prescribed by the respective institute on the DTE web site www.dte.org.in/poly2011
- Candidates are required to submit the acknowledgement-cum-receipt of the online Application form to the Admission authority of the institute for the confirmation of the admission.
- The respective institute will update the confirmation of the candidate's admission on DTE website through their institute login within the schedule notified.
- The respective Institute will carry out "Online Update" of the confirmation of the candidate's admission on DTE website through their Institute login immediately when the candidate is being admitted at the Institute. The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to 'Reported Candidate'. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute for the CAP round 1 then the candidate shall forfeit the claim on the allotted seat.
- It is not permitted for a candidate (who have reported & confirmed admission) to cancel his/her admission of CAP round I and apply/appear for the subsequent round of centralized admission.

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 participating in subsequent round(s) 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 allotment in the CAP Round-I. Such candidates will be disqualified for participation in further Rounds of CAP.
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 i.e. it is between 4 to 45
 - and**
 - who are satisfied with the allotment of CAP Round-I
 - and**
 - who are no more interested in participating in subsequent round(s) of Centralized Admissionhave to confirm the admission by reporting at the respective institute. Such candidates will not be eligible to participate in subsequent round(s) of Centralized Admission. Such candidates will be disqualified for further Rounds of CAP.
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 round(s) of Centralized Admission.
4. The Merit lists for CAP Round II will be prepared from Merit lists of CAP Round I by excluding the names of the candidates who have got allotment at option 1 through 3 in CAP Round I and also excluding the names of the candidates mentioned in rule 2 above.

Stage-IV: Filling up & Confirmation of online option form for CAP Round II-

Eligible Candidates for CAP Round-II:

The candidates whose names have appeared in the Maharashtra State Merit List of CAP round-I published by the Directorate of Technical Education **excluding** the candidates who have:

- Secured an allotment in CAP Round-I, which was out of First three options
- Secured an allotment in CAP Round-I which was between options 4-45 and confirmed admission by reporting to the respective institute
- Eligible Candidates should fill fresh online Option form as per the schedule through their login on the website, failing which the candidate shall not be considered eligible for the allotment.
- The Candidate should select the **choice codes with an order of preference i.e. first, second etc. Candidate is permitted to fill minimum 1 and maximum 45 options for CAP round-II.**
- Candidate is required to pay processing fees of CAP Round-II, **Rs.100/- in cash** at the ARC and obtain a receipt for the same.
- The ARC officer shall confirm the Option form and give the confirmation receipt to the candidate indicating the preference wise options given by the candidate.

Stage-V: Display of Provisional Allotment of CAP Round II, Reporting to the institute and confirmation of the admission

- The provisional allotment through CAP Round II shall be displayed on www.dte.org.in/poly2011, at ARCs and also at the allotted institutes.
- The candidate will report at the institute where the seat is allotted along with the necessary documents as per the notified schedule and fees as prescribed by the respective institute on the DTE web site www.dte.org.in/poly2011.
- Candidates are required to submit the Acknowledgement-cum-Receipt of the online Application Form to the Admission authority of the institute for the confirmation of the admission.
- The respective institute will update the confirmation of the candidate's admission on DTE website through their institute login as per the schedule notified.
- The respective Institute will carry out "Online Update" of the confirmation of the candidate's admission on DTE website through their Institute login immediately when the candidate is being admitted at the Institute.
- The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to 'Reported Candidate'. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate 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 forfeit claim on the allotted seat.
- It is not permitted for a candidate (who have reported & confirmed admission) to cancel his/her admission of CAP round II and apply/appear for the subsequent round of centralized admission.

Rules of Reporting of CAP Round II:

1. All candidates who have secured an allotment out of **First Seven options** will not be eligible for participating in subsequent round(s) 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 allotment in the CAP Round-II. Such candidates will be disqualified for further Rounds of CAP.
2. Candidates (other than those covered in above stated rule no. 1)
 - who have secured an allotment which is not out of first seven options i.e. it is between 8 to 45
 - and**
 - who are satisfied with the allotment of CAP Round-II
 - and**
 - who are no more interested in participating in subsequent round(s) of Centralized Admission

have to confirm the admission by reporting at the respective institute. Such candidates will not be eligible to participate in subsequent round(s) of Centralized Admission. Such candidates will be disqualified for further Rounds of CAP.

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 round(s) of Centralized Admission.
4. The Merit lists for CAP Round III will be prepared from Merit lists of CAP Round II by excluding the names of the candidates who have got allotment at option 1 through 7 in CAP Round II and the name of the candidates mentioned in rule 2 above.

Stage-VI: Filling up of online option form & Confirmation of Online filled Option Form for CAP Round III

Eligible Candidates for CAP Round-III:

The candidates whose names have appeared in the Maharashtra State Merit List of CAP round-II published by the Directorate of Technical Education **excluding** the candidates who have:

- Secured an allotment in CAP Round-II, which was out of First seven options
- Secured an allotment in CAP Round-II which was between options 8-45 and confirmed admission by reporting to the respective institute
- The Candidate should fill fresh online Option form as per the schedule through their login on the website, failing which the candidate shall not be considered eligible for the allotment.
- The Candidate should select the choice codes with an order of preference i.e. first, second etc. Candidate is permitted to fill minimum 1 and maximum 45 options for CAP round-III.
- The Candidate should go to the ARC in person for option form confirmation along with all the required documents for verification.
- Candidate is required to pay processing fees of CAP Round-III, **Rs.100/- in cash** at the ARC and obtain a receipt for the same.
- The ARC officer shall confirm the Option form and give the confirmation receipt to the candidate indicating the preference wise options given by the candidate.

Stage-VII: Display of Allotment of CAP Round III, Reporting to the institute and confirmation of the admission

- The allotment through CAP Round III shall be displayed on www.dte.org.in/poly2011, at ARCs and also at the allotted institutes.
- No separate allotment letter will be issued to candidates.
- The candidate will report at the institute where the seat is allotted along with the necessary documents as per the notified schedule and fees as prescribed by the respective institute on the DTE web site www.dte.org.in/poly2011.
- Candidates are required to submit the candidate's copy of Hall Ticket to the Admission authority of the institute for the confirmation of the admission.
- Candidates will confirm the admission at the institute where the seat is allotted as per the schedule notified.
- The respective institute will update the confirmation of the candidate's admission on DTE website through their institute login as per the schedule notified.

- The respective Institute will carry out "Online Update" of the confirmation of the candidate's admission on DTE website through their Institute login immediately when the candidate is being admitted at the Institute.
- The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to 'Reported Candidate'. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate 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 forfeit claim on the allotted seat.
- It is not permitted for a candidate (who have reported & confirmed admission) to cancel his/her admission of CAP round III and apply/appear for the subsequent round of centralized admission.

Rules of Reporting of CAP Round III:

1. All candidates who have secured an allotment to any one submitted options will not be eligible for participating in subsequent round(s) 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 allotment in the CAP Round-III. Such candidates will be disqualified for further Rounds of CAP.
2. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-III, shall not be available for allotment in subsequent round of Centralized Admission.
3. The Merit list of Maharashtra State candidate for CAP Round IV will be prepared from Merit list of Maharashtra State candidates of CAP Round III by excluding the names of the candidates who have got allotment in CAP Round III.

Stage-VIII: CAP Round IV- Counseling round of Admission

Eligible Candidates for CAP Round-IV:

The candidates whose names have appeared in the Maharashtra State Merit List of CAP round-III published by the Directorate of Technical Education **excluding the candidates who have:** Secured an allotment in CAP Round-III

Available Seats

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

Rules of Reporting for CAP Round-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. Name of center of Admission for CAP Round IV (counselling) will be notified in newspaper & DTE website.

- Candidate is required to pay processing fees of CAP Round-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 following Center of Admission along with the necessary original documents and carry part payment of non-refundable fees of Rs. 3000/- in cash.
- 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. 3000/- (in cash) and producing necessary documents in original for verification.
- The Center of Admission will update the confirmation of the candidate's admission on DTE website through the login immediately.

Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees less Rs. 3,000/- paid by the candidate at Respective Institute) as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat as well on the Rs. 3000/- paid by the candidate at the Center of Admission.

Annexure - 2
List of courses along with respective course codes

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

Sr.No	Course Name	Course Abbreviation	CourseCode
40	Man Made Fibre Mfg.	MF	884
41	Man-Made Textile Chemistry	MX	885
42	Man-Made Textile Technology	MO	886
43	Marine Engineering	MA	576
44	Mechanical Engineering	ME	612
45	Mechanical Engineering (Sandwich Pattern)	MH	625
46	Medical Electronics	MU	467
47	Medical Laboratory Technology	ML	663
48	Metallurgical Engineering	MT	692
49	Metallurgy(foundry)	DMF	
50	Mine Engineering	MN	701
51	Mining & Mine Surveying	MS	702
52	Ophthalmic Technology	OT	666
53	Packaging Technology	PK	593
54	Petrochemical Engineering	PCC	527
55	Petrochemical Technology		528
56	Plant Engineering	PE	597
57	Plastic & Polymer Engineering	PL	501
58	Plastic Engineering	PS	509
59	Printing Technology	PN	843
60	Production Engineering	PG	606
61	Production Technology	PT	607
62	Production Technology (Sandwich Pattern)	PY	626
63	Rubber Technology	RB	851
64	Sugar Manufacturing	SM	861
65	Textile Applied Chemistry	TAC	889
66	Textile Design	TD	891
67	Textile Manufactures	TM	894
68	Textile Technology	TT	896
69	Travel & Tourism	TR	730

Note: - Above information may change. Candidates are requested to visit website <http://www.dte.org.in/poly2011> for latest and updated information.

Annexure - 3

List of the Application form Receipt Centres (ARC) for submission & confirmation of Application/Option Forms for CAP Rounds I/II/III for the admission to the First Year Diploma Courses in Engineering for the year 2011-2012 is available on website as well as in the Notification.

Application form receipt centre for

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

Annexure - 4

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, VIII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet. School leaving certificate after passing SSC (Std. X), HSC/MCVC mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable.
2.	Type – B Candidates	Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra (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 Government / Govt. of India undertaking employee is presently posted in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
4.	Type – D Candidates And Type – E Candidates	Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. (In addition to the documents mentioned in Sr. No. 1)
5.	Backward class Candidates belonging to S.C. / S.T.	Caste certificate (In addition to the documents mentioned in Sr. No. 1)
6.	Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories	Caste certificate Non creamy layer certificate® valid up to 31st March 2012 (In addition to the documents mentioned in Sr. No. 1)
7	Ex-servicemen (Def1)	Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex service personnel is domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
8.	Active Domicile Defence Candidates. (Def2)	Defence Service Certificate Pro forma – C Domicile certificate of father/mother who is an active defence service person is domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
9.	Active Non Domicile Defence Candidates. (Def3)	Defence Service Certificate Pro forma – C and D/E. Certificate from the employer in the pro forma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the pro forma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)

10.	Physically Handicapped Candidates(P1/P2/P3)	Certificate in the proforma-F/F-1. (In addition to the documents mentioned in Sr. No. 1)
11.	Jammu & Kashmir Migrant candidates (J1/J2/J3)	Certificate of posting in case of defence and Govt. servants in proforma – J Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L (In addition to the documents mentioned in Sr. No. 1)
12.	Foreign Nationals / Foreign Students	Eligibility certificate from concerned University/Board Certificate / Proof of Foreign national or Foreign student status.
13.	Persons of Indian origin	Eligibility certificate from concerned University/Board Certificate / Proof of Persons of Indian origin status.
14.	Workers in Gulf Countries/Non Resident Indian	Eligibility certificate from concerned University Certificate / Proof of Person having Workers in Gulf Countries/NRI status.
15	NCC	Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. `A' certificate. (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.

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.

**** Domicile certificate:**

Domicile certificate issued by the Maharashtra State’s appropriate authorities, clearly indicating domicile by birth or by permanent residence will only be considered valid. The domicile certificate of Mother of the candidate should have been issued after her marriage, such certificate issued before her marriage will not be valid. In case of mother’s domicile certificate, the candidate shall submit an affidavit on Rs.20/- stamp paper, stating that the person in whose name the domicile certificate is issued is the mother of the candidate.

Cut off date for the eligibility:

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

Caste validity Certificate:

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

Annexure – 5

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

Sr.No	Course Code	Course Name
1.	491	Leather Technology
2.	712	Apparel Manufacturing and Design
3.	727	Jewellery Design & Manufacturing
4.	492	Leather Goods and Footwear Technology
5.	880	Garment Technology
6.	896	Textile Technology
7.	666	Ophthalmic Technology
8.	851	Rubber Technology
9.	861	Sugar Manufacturing
10.	876	Fashion and Clothing Technology
11.	883	Knitting Technology
12.	508	Plastic Technology
13.	885	Man Made Textile Chemistry
14.	590	Fabrication Technology and Erection Engineering
15.	886	Man Made Textile Technology
16.	889	Textile Applied Chemistry
17.	527	Petro Chemical Engineering
18.	593	Packaging Technology
19.	501	Plastic and Polymer Engineering
20.	509	Plastic Engineering
21.	503	Food Technology
22.	702	Mining and Mine Surveying
23.	692	Metallurgy Engineering
24.	730	Travel and Tourism
25.	894	Textile Manufactures
26.	843	Printing Technology
27.	467	Medical Electronics
28.	872	Dress Designing and Garment Manufacturing

Annexure –6

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

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

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

Admissions to CAP allottees for the institute

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

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

Seats available:

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

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

a. Maharashtra State candidates (HD & OHD candidates)

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate (minimum 45% marks in aggregate in case of candidates of Backward class categories belonging only to Maharashtra State) with subjects General Science (Code 72), Mathematics (Code 71) and English.

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

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

Candidate should be an Indian National and should have passed the SSC (Std.X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 50% marks in aggregate with subjects General Science (Code 72), Mathematics (Code 71) and English.

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

Guidelines for the admission:

- All admissions shall be done in fully fair and transparent Manner & shall be Merit based.
- Separate merit lists for Home Districts (70% quota) and Other than Home District (30% quota) shall be prepared and displayed for the admission purpose

- Separate merit lists for OMS Candidates shall be prepared and displayed for the admission purpose. (This should be effected as per rule 1.4 & 1.6)
- The Principals of the respective Un aided polytechnics shall invite applications for the seats available by giving publicity at least in two leading newspapers in state. Institutes are required to mention the name of newspaper in which sanctioned seats will be notified in their prospectus / brochure. Detailed schedule of the admission process shall display.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges 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.

Guidelines for the admission process for Institute level seats:

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

Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective Polytechnics/Institutes for admissions. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute.

Information brochure/prospectus of the Institute which specifies rules of admission should be published well before the commencement of the process of admission for seats to be filled at the Institute Level. All the information in the brochures should also be displayed on the Institute's website. For details refer **Rule No 1.4 & 1.6**

General Notes:

1. The allotment list of CAP rounds will be available to the institute through their Institute Login. The Institute should update the information of the reported candidates, allotted under CAP on the same day on which the candidate is reporting to the institute.
2. The Principal of the institute has to update the branch wise list of admitted candidates on DTE website through their institute login clearly indicating the stage of their admission like CAP, Maharashtra Candidate against vacancy, OMS candidate against vacancy, Institute Level seats, J&K Migrant seats etc. within 10 days from the cut off date of admission. Institutes not updating list of admitted candidates on website before cutoff date will be penalised as per Government Resolution.
3. Institutes starting courses/filling seats over & above 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)
4. Three copies of such lists are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Principal / Head of the Institute
5. Admission authority should maintain record of Application sold, received, merit list, attendance of student reporting for admission, admitted list schedule wise.

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

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 First Year of Diploma courses in Engineering/Technology for the year 2011-12.

Date:

(Signature)

Place:

Name & Designation
of the Head of the office

Seal of the Office

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

Proforma – B

(For Type D/E 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 First Year of Diploma courses in Engineering/Technology for the year 2011-12.

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

Pro forma –C

(To be issued on the Printed Letter Head of the concerned office) (For Def-1, Def-2 and Def-3 Candidates) (For sons and daughters of defence service personnel)

CERTIFICATE

This is to certify that Shri. / Smt.....(Full Name of the Employee with Rank of the employee) is / has been a member of Armed forces of India. He / She has put in years of service in Indian Army / Indian Navy / Indian Air Force from to and is currently working / retired from services on / permanently disabled since / killed in action on

This certificate is issued for the purpose of his / her son / daughter’s admission to First Year Diploma course in Engineering / Technology for the academic year 2011-12.

Outward no. & Date :

Place :

(Signature)

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

Seal Of the
Office

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

Pro forma –D

(To be issued on the Printed Letter Head of the concerned office)
(For Def-3 candidates)

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

CERTIFICATE

This is to certify that Shri / Smt.is a member of Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

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

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

This certificate is issued for the purpose of his / her son / daughter’s admission to First Year of Diploma courses in Engineering/Technology for the academic year 2011-12.

Outward no. & Date:

Place :

(Signature)

Name & Designation
of the Head of the office

Seal Of the
Office

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

- 1) Transfer order
- 2) Joining report

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

Pro forma E

(To be issued on the Printed Letter Head of the concerned office)
(For Def-3 candidates)

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

CERTIFICATE

This is to certify that Shri / Smt. is a member of Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force . Shri / Smt. is presently posted at His / Her previous posting was atin Maharashtra State.

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

This certificate is issued for the purpose of his / her son / daughter’s admission to First Year of Diploma courses in Engineering/Technology for the academic year 2011-12.

Outward no. & Date :
Place :

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

Seal Of the Office

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

Pro forma – F

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

(For **P1/ P2/ P3** Candidates)

(For Physically Handicapped Candidates)

Photograph of
the candidate
showing the
Physical
disability

CERTIFICATE

This is to certify that I have examined Mr. / Misson 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 Post SSC Diploma courses in Engineering/Technology 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 Diploma courses in Engineering/Technology in Maharashtra for the academic year 2011-12.

Outward No. & Date:

Place :

(Name & Signature)
Director, All India Institute of Physically Handicapped, Mumbai
Or
Dean/Civil Surgeon of Government Hospital
(Name of the issuing Authority)

Proforma-F-1

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

(For Physically Handicapped Candidates)
P3 (Learning Disability) Candidates

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

Photograph
of the
candidate

CERTIFICATE

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 Post SSC Diploma courses in Engineering/Technology 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 Diploma courses in Engineering/Technology in Maharashtra for the academic year 2011-12.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

Proforma – J

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

Reference. No. :

Date:

CERTIFICATE

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

This certificate is issued for the purpose of his / her son / daughter’s admission to First Year of Diploma courses in Engineering/Technology in Maharashtra State for the year 2011-12.

Date:

Head of the Office

Place:

Seal of the Office

Proforma – K

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

Reference. No.:

Date:

CERTIFICATE

This is to certify that Mr./ Miss. 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 First Year of Diploma courses in Engineering/Technology for the year 2011-12.

Date:

Head of the Office

Place:

Migrant / Refugee Camp

Seal of the Office

Proforma – L

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

Reference. No.:

Date:

CERTIFICATE

This is to certify that Mr./ Miss. is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He / She is staying with

.....

(Name and complete address of the Person with whom the candidate is staying at present) since pastyears.

This certificate is issued for the purpose of his / her admission to First Year of Diploma courses in Engineering/Technology for the year 2011-12.

Date:
Place:

District Collector

Seal of the Office

Proforma N

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

This is to certify that Shri. / Ku. _____
(Full name of the Candidate) has admitted and studying in this institute _____
_____(Name of the Institute). in _____ Branch.

His /her original **leaving certificate** is retained by this institute. A copy of leaving certificate is attested by this institute, is enclosed.

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

Date :

Place :

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

Seal of the Institute/Office
(Mandatory)

PROFORMA-M

Application form for cancellation of admission

(To be submitted in duplicate)

Date:

To
The Principal,

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

Sir,

Full name of candidate :

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	Signature of the candidate
2	
3	

Proforma Z

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

This is to certify that Shri. / Ku. _____
(Full name of the Candidate) has has studied in Std VIII & Std IX & std X in the
institute _____ (Full
name of the Institute).

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

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

Date:

Place:

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

Seal of the Office

Counselling Rounds:-
