

GOVERNMENT OF MAHARASHTRA

RULES OF ELIGIBILITY FOR ADMISSION TO THE FIRST YEAR OF TWO YEAR FULL TIME POST GRADUATE DEGREE IN MBA/MMS/PGDBM/PGDM FOR THE FOR THE YEAR 2015 - 2016



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CLARIFICATION

The Hon'ble Supreme Court (Bench of Hon.7 judges) has delivered a judgment on 12/08/2005 in Civil Appeal No. 5041/2005 in respect of 'rights and entitlement' of Government as against Private Professional Educational Institutions. This judgment expects enactment of legislation by Central Government and in its absence, by State Government in this regard. This process has been initiated. However it is not certain, as of this date, as to when such legislation will come into force, as also its provisions.

In the meanwhile, in terms of the observations of the Hon'ble Supreme Court from the aforesaid judgment, at least at this stage, it appears that State Government cannot claim any quota/seats in these colleges/institutions, and consequently cannot effect admission in these Private Management Colleges/Institutes, except to the extent agreed to with certain institutions.

It is therefore made clear that on the aforesaid interpretation and advice given to the State Government, this Brochure will not apply to the admissions to be effected in the academic year 2015-2016 at the Private Management Colleges / Institutions in so far as post graduate courses are concerned, with the above exception.

However, it is made expressly clear that if, after issuance of this Brochure, either on account of any legislation or on account of any different interpretation/opinion/advice or due to any judgment/order passed by any court of law or even otherwise, the State Government is found entitled to any seat(s) in the Private Management Colleges/Institutions and consequently entitled to effect the admission(s) to such seat(s), the rules and regulations set out in this Brochure will be made applicable to such seat(s) and admission(s). In such event, a separate intimation will be issued with appropriate details.

It is also made hereby clear in no uncertain terms that the same 'Common entrance Test' that is proposed to be conducted in terms of this Brochure will govern such admission(s), if any.

It is hereby clarified that, Association of Management of MBA/MMS Institutes has given in writing to the State Government that, the admission to their institutes be conducted on the basis of CET that is being conducted by the Government of Maharashtra in pursuance of this brochure. The said Association has also submitted in writing that, their admissions be conducted under the CAP rounds by the State Government. Therefore, admission to these institutes (a list of which is enclosed in the brochure) will be conducted on the basis of MAH-MBA/MMS-CET 2015 of the State Government and the CAP of the State Government.

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GOVERNMENT OF MAHARASHTRA

Rules for admission to State Government approved first year of two year full time Post Graduate Degree Courses in Management namely Master of Business Administration (MBA) / Master of Management Studies (MMS)/ Post Graduate Diploma Course in Business Management (PGDBM)/ Post Graduate Diploma Course in Management (PGDM) for the year 2015-16

These rules are approved vide letter No.TEM-2015/C.N.06/TE-4, Dated 24th February 2015

1.0 General:

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

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

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

- 1.Approved by the Government of Maharashtra.
- 2.Recognized by the Government of Maharashtra.
- 3.Affiliated to any one of the Non Agricultural Universities in Maharashtra state.

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

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

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

1.1 Abbreviations used in the brochure:

AICTE	All India Council for Technical Education
ARC	Application form Receipt Center
AIMS	Association of Indian Management schools, Hydrabad
ATMA	AIMS Test for Management Admissions
CAP	Centralised Admission Process
CAT	Common Admission Test
CET	Common Entrance Test
CGPA	Cumulative Grade Point Average
CMAT	Common Management Aptitude Test
DTE	Directorate of Technical Education,(M.S) Mumbai
EWS	Economically Weaker Sections
FN	Foreign National
GMAC	Graduate Management Admission Council
GMAT	Graduate Management Aptitude Test conducted by GMAC
GoI	Government of India
GoM	Government of Maharashtra
HSC	Higher Secondary School Certificate (10+2 Level)
HU	Home University
IIM	Indian Institute of management
MAH-MBA/MMS-CET	Test conducted by the Competent Authority GoM for the year 2015-16.
MAT	Management Aptitude Test
MBA	Master of Business Administration
MMS	Master of Management Studies
NRI	Non Resident Indian
OHU	Other Than Home University
OMS	Outside Maharashtra State
PGDM	Post Graduate Diploma in Management
PGDBM	Post Graduate Diploma in Business Management
PIO	Persons of Indian Origin
SL	State Level Seats
SSC	Secondary School Certificate (10 th Level)
SIMSREE	Sydenham Institute of Management Studies & Research and Entrepreneurship Education
XAT	Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur

1.2 Definitions :

- a) **“All India CET”** means the entrance tests conducted by IIMs (CAT), GMACs (GMAT), AIMS (ATMA), XLRI (XAT), AIMA (MAT- conducted in 2015), AICTE(CMAT).
- b) **“Candidate”** means an applicant who desires to seek admission to first year of MBA/MMS, PGDM and PGDBM course for the year 2015-16.

- c) **“CET Score”** means marks secured by the candidate in CET for seeking admission to MBA/MMS, PGDBM and PGDM courses.
- d) **“Children/Wards of NRI”** means Candidate who is under the Guardianship of the NRI person.
- e) **“Competent Authority”** means the authority appointed by the State Government inviting Application applications for Common Entrance Test (CET), conduct the CET and to effect the Centralised Admission Process (CAP) by implementing these admission rules. Director, Technical Education is appointed Competent Authority in present case. All the decisions of the Competent Authority in relation to CAP for admission to first year MBA/MMS shall be final and binding on the candidates participating in the CAP.
- f) **“Director”** means the Director of Technical Education, Maharashtra State.
- g) **“Foreign Nationals”** means Citizens of all countries other than India who are not of Indian origin as defined under PIO.
- h) **“Government Institute of Management”** means institute run by the state Government to offer Post graduate degree programme / course in Management.
- i) **“Inter se merit”** means the order of merit as defined by the University area merit list / State level merit list / All India merit list / J & K Migrants Merit list as the case may be.
- j) **“MAH-MBA/MMS-CET”** means the entrance tests conducted by Competent Authority (MAH-MBA/MMS-CET 2015) for the admission to MBA/ MMS/ PGDBM/ PGDM courses.
- k) **“Non-Resident Indian (NRI)”** Person who satisfies the definition of the term ‘Non-resident’ as defined under section 6 of the Income-tax Act 1961.
- l) **“OMS Candidate”** means Outside Maharashtra State candidate who is an Indian National (Refer Rule No 3.2)
- m) **“Persons of Indian Origin (PIO)”**: A Person having foreign citizenship (except Pakistan and Bangladesh) without “NRI” status, who holds a Foreign Passport at the time of sending application, consideration for admission and during the period of his/her study, and he/she or any one/both of his/her parents or any one/both of his/her grand parents is (or was)/are (or were) citizen(s) of India by virtue of the provisions of the Constitution of India or Sec. 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- n) **“Representative of Competent Authority”** means an officer appointed by the Competent Authority to assist the Competent Authority for smooth implementation of Centralised Admission Process (CAP).
- o) **“State Government”** means the Government of Maharashtra.
- p) **“Sanctioned intake”** means the number of seats sanctioned for admission to first year of the course as per the State Government resolution.
- q) **“University Department of Management”** means a Department of University which offers post graduate degree programme / course in Management.
- r) **“University Managed Management Institute”** means institute run by a particular University which runs Postgraduate degree programme / course in Management.

- s) **“Un-aided Management Institute”** means an institute which is run by a private management without the support of any grants from the State or the Central Government.
- t) **Website** means www.dtemaharashtra.gov.in/mba2015.

1.3 Sanctioned Intake and Seats available for allotment through CAP

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

1.3.1 Jurisdiction of the Home Universities in Maharashtra State:

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

S.No.	Home University	District in Jurisdiction	Representative of Competent Authority
1.	Dr. Babasaheb Ambedkar Marathwada University	Aurangabad, Beed, Jalna, Osmanabad	The Joint Director of Technical Education, Regional Office, Osmanpura, Station Road, Aurangabad-431005.
2.	Swami Ramanand Teerth Marathwada University	Hingoli, Latur, Nanded, Parbhani	
3.	Mumbai University	Mumbai City, Mumbai Suburban, Ratnagiri, Raigad, Palghar, Sindhudurg, Thane	The Joint Director of Technical Education, Regional Office, World Bank Project Building, Govt. Polytechnic Campus, 49-Kherwadi, Aliyaware Jung Marg, Bandra (East), Mumbai-400 051
4.	North Maharashtra University	Dhule, Jalgaon, Nandurbar	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, P.O. Box.219, Sumangaon Road, Nashik Road, Nashik-422101
5.	Savitribai Phule Pune University	Ahmednagar, Nashik, Pune	The Joint Director of Technical Education, Regional Office, E-412, Bahirat Patil Chowk, Shivaji Nagar, Pune - 411 016.
6.	Shivaji University	Kolhapur, Sangli, Satara	
7.	Solapur University	Solapur	
8.	Sant Gadge Baba Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal	The Joint Director of Technical Education, Regional Office, Govt. Polytechnic Campus, V.M.V.Road, Amravati - 444 603.
9.	Rashtrasant Tukdoji Maharaj Nagpur University	Bhandara, Gondia, Nagpur, Wardha	The Joint Director of Technical Education, Regional Office, Government Polytechnic Campus, Mangalwari Bazar, Sadar, Nagpur - 440 001.
10.	Gondwana University	Chandrapur, Ghadchiroli	
11.	SNDT Women's University	Entire Maharashtra	Director, Technical Education Mumbai

1.3.2 Allocation and Reservation of seats:

The seats available for allotment under CAP for different types of the institute and the break up of the seats available for admission through CAP for all the types of Institutes is shown below.

Sr. No.	Type of Institute	No. of seats in % of sanctioned intake				
		Maharashtra State Seats		All India Seats	Institute Level seats	Minority community /group seats
		Home University area candidates	Other than Home University area candidates			
1.	University Departments- Amravati, Aurangabad, Jalgaon, Nagpur, Pune, Nanded, Kolhapur and Alkesh Dinesh Modi Institute for Financial & Management Studies, Mumbai	70%	15%	15%	---	---
2.	Government Institute (Sydenham Institute of Management and Research & Entrepreneurship Education, Mumbai)	70%	15%	15%	---	---
3.	University managed Institutes (Jankidevi Bajaj Institute of Management Studies, SNTD Women's University, Mumbai), only for woman candidates.	85% (State Level seats) Women Candidates passing qualifying examination from any University in the state of Maharashtra are eligible under this provision.		15%	---	---
4.	Unaided Non-Minority Institutes	70% of 65% of SI) coming under CAP	30% of 65% of SI coming under CAP	15%	20%	---
5.	Unaided Minority Institutes	70 % of M.S. Seats\$	30 % of M.S. Seats \$	15% of seats coming under CAP	Maximum 20%£	Minimum 51%*

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

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

£ - [Minority Seats % + Institute Level Seats %] should not exceed 100%.

*As per Government Resolution No अशैसं- 2012/प्र.प्र. 21/ -5 दि. २७/०५/२०१३ and it's amendment which may be published from time to time. The exact distributions of seats available for allotment shall be notified on the website before submission of options form of Centralised Admission Process.

1.4 Types of Seats :

1.4.1 Maharashtra Seats: These seats are further divided as follows,

- a) **State Level Seats (SL Seats):** These seats shall be available for allotment through CAP to all Maharashtra State candidates irrespective of candidate's Home University Area.
- b) **Home University (HU) seats:** Certain percentage (Refer rule 1.3.2) of seats as per the type of institute is reserved for Home University candidates i.e. for the University under the jurisdiction of which that institute is located. Home University seats are available for allotment through CAP only for the Maharashtra candidates having their Home University status as of that University.
- c) **Other than Home University (OHU) Seats:** Certain percentage (Refer rule 1.3.2) of seats as per the type of institute is reserved for Other Universities i.e. for the Universities other than the University under the jurisdiction of which that institute is located. Such seats are called as OHU seats. OHU seats of an Institute are available for allotment through CAP only for the Maharashtra candidates belonging to Universities in Maharashtra State other than the University under the jurisdiction of which that institute is located. Candidates can opt for the seat of any other University (excluding his/her home university) under this provision of OHU seats.

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

1.4.3 Jammu & Kashmir Migrant Seats: One seat over and above the sanctioned intake capacity in each management institute is available under the CAP. (For detail read Rule No. 1.5)

1.4.4 Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries Seats: 15% seats are reserved for Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries. 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 PIOs/Foreign Nationals. (For detail read Rule No. 1.6)

1.4.5 Ward of NRI Seats: 5% of the sanctioned intakes are available for NRI candidates. These seats are within SI. (For detail read Rule No. 1.6)

1.4.6 Institute Level Seats: Maximum 20% seats of SI are available for Institute level admission in unaided institutions. [Refer annexure III for details]

1.4.7 Minority Seats: Minimum 51% of seats of SI are available for admission to Minority community /group candidates in unaided minority institutions. Minority Seats % + Institute Level Seats % should not exceed 100%. [Refer annexure III for details]

1.5 Jammu & Kashmir Migrant Candidates:

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

- a) **J-1 Type:** The children of citizens who are displaced from Jammu & Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J & K from 1990 onwards due to terrorist activities.
- b) **J-2 Type :** The children of officers belonging to Indian Administrative services, Indian Police Services, Indian Forest Services and children of the staff belonging to military and paramilitary forces, transferred to Jammu & Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application form and serving there during the Admission Process.

- c) **J-3 Type:** The children of staff and officers of J&K Police engaged in combating terrorism.

The J&K Migrant candidates aspiring to seek admission against the seats reserved for J & K migrant candidates should appear for MAH-MBA/MMS-CET 2015

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

1.6 Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries.

Aspiring candidates fulfilling the eligibility criteria for Foreign Nationals /PIOs/Children of Indian workers in the Gulf countries shall submit their applications to respective institute for admissions to these Institutes. Each eligible Candidate who has filed application form for Admission on or before the last date will be assigned a provisional merit number. Merit of all eligible candidates will be based on the Rule 5.1

Note:

- a) These admissions will be made strictly as per merit, on or before the commencement of academic session for the first semester/year for the current academic year.
- b) The admission against these supernumerary seats is permitted to the institutes only after the institute gets an approval from appropriate authority.
- c) If any seat available for Foreign Nationals / Persons of Indian Origin/ Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. Under any condition these seats shall not be offered to any other candidates.
- d) 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 PIOs/Foreign Nationals etc. However any vacant seats out of 1/3 category shall be reverted to the quota of 2/3 meant for PIO/FN.

1.7 Ward of NRI in Unaided Private Institutes :

Aspiring candidates fulfilling the eligibility criteria for Ward of NRI shall submit their applications to respective institute for admissions to these Institutes. Each eligible Candidate who has filed application form for Admission on or before the last date will be assigned a provisional merit number. Merit of all eligible candidates will be based on the Rule 5.1

Note:

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

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

2.0 Eligibility Criteria:

2.1 Basic Eligibility:

The candidate should fulfill the following eligibility criteria:

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

OR

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

*Aggregate marks means the grand total of marks obtained by the candidate in subjects based on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination. The percentage of marks obtained by the candidate in the bachelor's degree would be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

In case the percentage of marks in aggregate comes in fraction then percentage of marks in aggregate shall be rounded up e.g. 44.50 - 44.99 % shall be rounded to 45% and 44.01- 44.49 % shall be rounded to 44%marks.

**Candidates appeared for final year examination fulfilling the remaining eligibility criteria will be offered provisional admission subject to the condition that they will pass the examination with the required percentage of marks on or before 25th September 2015. *If the candidate is failed and applied for revaluation of the result in such cases the admission to such candidate will be given on provisional basis subject to the condition that he/she will pass the examination with the required percentage of marks on or before 25th September 2015. Undertaking from such candidates shall be taken for forfeiting the right of admission and fees paid in case of not securing required percentage of marks in qualifying examination.* In case, the candidate fails to produce the results of the final year examination on or before 25th September 2015, then admission offered to such candidate automatically cancelled and the fees (tuition, development and other fees) paid by the candidate of the academic year 2015-16 will be forfeited

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

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

- a) Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1
- b) Appeared for MAH-MBA/MMS-CET 2015

2.3 Eligibility Criteria for admission against All India Seats through CAP:

- a) Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1
- b) Appeared for CAT (conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ CMAT 2015 (Conducted by AICTE)/MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)/ MAH-MBA/MMS-CET 2015.

2.4 Eligibility Criteria for admission to J & K Migrant candidates through CAP:

- a) Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1
- b) Appeared for MAH-MBA/MMS-CET 2015/CAT (conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ CMAT 2015 (Conducted by AICTE)/MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)

2.5 Eligibility Criteria for admissions against seats for NRI/Foreign National/Foreign Student/ PIO/Children of Indian workers in the Gulf countries:

- a) Basic educational qualification as specified in rule no. 2.1.
- b) Appeared for GMAT (conducted by GMAC, USA)/ CAT (conducted by IIMs)/ MAT(conducted by AIMA)/ ATMA(conducted by AIMS)/XAT (conducted by XLRI) / CMAT 2015

OR

Appeared for MAH-MBA/MMS-CET 2015

OR

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyrantran Samiti, Bandra (E), Mumbai-51 for the academic year 2015-16

2.6 Eligibility Criteria for admission against Minority Seats/Institute Level Seats:

- a) Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
- b) In case of Minority seats, the candidate should belong to the minority community/group for which the institute has secured minority status.
- c) Appeared for MAH-MBA/MMS-CET 2015

OR

Appeared for GMAT (conducted by GMAC, USA only for NRI candidates) / CAT 2014 (conducted by IIMs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI)/CMAT for seeking admission to MBA/MMS for the academic year 2015-16

OR

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyrantran Samiti, Bandra (E), Mumbai-51 for the academic year 2015-16

2.7 GENERAL NOTES:

- a) Candidates securing **Non Zero Positive** marks/score in MAH-MBA/MMS-CET 2015 or GMAT/CAT/ MAT/ATMA/ XAT/ CMAT 2015 (Conducted by AICTE) / Association CET/ Any other equivalent CET will **be eligible** to get admission to MBA/MMS/PGDBM/PGDM course in the State of Maharashtra.
- b) **Candidates who are appearing for MAT (conducted by AIMA) should note that the score of the MAT exam conducted in the year 2015 shall only be considered valid and will be accepted for the purpose of preparing merit list and admissions to MBA/MMS courses at Institute Level Seats.**
- c) Eligible NRI candidates may be offered admission against the Institute Level Seats in Unaided Institutes.
- d) Any other Common Entrance Tests which is not specified in rules 2.2. to 2.6 shall be considered as INVALID for the purpose of admissions.
- e) Candidates aspiring to seek admission to the MBA/MMS/PGDBM/PGDM courses should follow the instructions given in **Annexure-I** for filling up On-line Application form(s), appearing for MAH-MBA/MMS-CET 2015, Registration for CAP and filling up the option form.
- f) Candidate is advised to ensure before applying for the admission to the MBA/MMS/PGDBM/PGDM programme in a particular University that he/she is eligible for admission to the programme as per the relevant Eligibility Rules of that University.**
- g) Candidates seeking admission against the Minority Seats in Minority Institutes will have to fulfill any additional eligibility criteria as specified in the Government Resolution and its amendments which may be published from time to time.
- h) MS & OMS Candidates who have appeared for CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) Examination and seeking admission to MBA/MMS course against 15% All India Seats coming under CAP must fill in & confirm the online application form for MAH-MBA/MMS-CET 2015 as per the procedure outlined in Annexure-I for registration to Centralised Admission Process. Only such candidates will be eligible to participate in the Centralized Admission Process (CAP) for 15% All India Seats.
- i) J & K Migrant Candidates who have appeared for CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) and seeking admission to MBA/MMS course against 15% All India Seats must fill in & confirm the application form for MAH-MBA/MMS-CET 2015 as per the procedure outlined in Annexure-I for registration to Centralised Admission Process. Only such candidates will be eligible to participate in the Centralized Admission Process (CAP) for 15% All India Seats.
- j) Candidates seeking admission against the Minority Seats in Minority Institutes will have to fulfill any additional eligibility criteria as specified in the Government Resolution and its amendments which may be published from time to time.
- k) The score of MAH-MBA/MMS-CET 2015 will be valid only for the academic year 2015-16.

3.0 Candidature Type and Home University for Candidates in CAP:

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

3.1 Type of Candidature for Maharashtra State candidates:

Sr. No.	Type of Candidature /Eligibility	Home University
1.	Type A :	
a	i. Passing HSC <u>and</u> qualifying examination from Maharashtra state. OR i. Passing Diploma in Engineering / Technology / Pharmacy <u>and</u> qualifying examination from Maharashtra State. AND ii. Candidate is Domiciled or Born in the State of Maharashtra	Non-Technical / Non Agricultural University in Maharashtra State from which the qualifying examination is passed.
Example: Home University for the candidate who has passed HSC from Ahmednagar and qualifying examination from a college affiliated to S.G.B. Amravati University shall be “S.G.B. Amravati University.”		
b	Passing HSC from a school /college in Maharashtra <u>and</u> the Qualifying examination from ; i. Dr.Babasaheb Ambedkar Technological University (BATU), Lonere in Maharashtra state. OR i. Indian Institute of Technology (IIT) Mumbai AND ii. Candidate is Domiciled or Born in the State of Maharashtra	Mumbai University
c	i. Passing the HSC from a School /college in Maharashtra <u>and</u> qualifying examination from Agricultural College/University in Maharashtra State. AND ii. Candidate is Domiciled or Born in the State of Maharashtra	Non Technical / Non Agricultural University under the jurisdiction of which the Agricultural College is located in the State of Maharashtra.
Example : a) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Kolhapur affiliated to Konkan Krishi Vidyapeeth, Dapoli will have Type of Candidature as “A” and Home University as “Shivaji University.” b) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Jalgaon affiliated to Mahatma		

Phule Agricultural University, Rahuri will have Type of Candidature as “A” and Home University as “North Maharashtra University.”

- c) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Nagpur affiliated to Punjabrao Deshmukh Agricultural University, Akola will have Type of Candidature as “A” and Home University as “Rashtrasand Tukdoji Maharaj Nagpur University.”
- d) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Aurangabad affiliated to Marathwada Agricultural University , Parbhani will have Type of Candidature as “A” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.”

Note: In the above illustration, the Agriculture colleges are selected at locations purely on imaginary basis for the purpose of illustration only.

d	<ul style="list-style-type: none"> i. Passing HSC examination from a school /college in Maharashtra and qualifying examination from Maharashtra University of Health Sciences (MUHS), Nashik. <li style="text-align: center;">and ii. Candidate is Domiciled or Born in the State of Maharashtra 	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
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Example: A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from Medical College in Miraj will have Type of Candidature as “A” and Home University as “Shivaji University.”

e	<ul style="list-style-type: none"> i. Passing HSC examination from a school /college in Maharashtra and qualifying examination from a college in Maharashtra state affiliated to S.N.D.T. Women’s University. <li style="text-align: center;">and ii. Candidate is Domiciled or Born in the State of Maharashtra 	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
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Example : A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from a college in Nashik affiliated to S.N.D.T. Women’s University will have Type of Candidature as “A” and Home University as “Pune University.”

Note: These candidates should produce the Leaving or Bonafied Certificate issued by the College where the candidate passed/appeared the Graduation. These candidates should also produce the Domicile /Birth Certificate of Candidate indicating place of birth is in Maharashtra.

2.	Type B:	
	Does not satisfy as Type A But Candidate/ Father or Mother of the candidate is Domiciled in the State of Maharashtra.	Non-Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the Head Quarter of the Authority issuing the domicile certificate is situated in the State of Maharashtra.

Example : A Candidate who has passed HSC from Nanded and qualifying examination from a college affiliated to Calicut University and the Father of the candidate is issued with a Maharashtra Domicile Certificate from Nagpur Authority will have Type of Candidature as “B”

and Home University as “Rashtrasand Tukdoji Maharaj Nagpur University.”

Note: These candidates should produce the Domicile Certificate of Candidate/Father or Mother of the candidate at the time of submission of “Application form for Admission through CAP”. The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate of the candidate clearly mentioning the name of the mother.

3.	Type C :	
	Does not satisfy as Type A and Type-B But Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the application for Admission.	Non Technical/Non Agricultural University in Maharashtra state under the jurisdiction of which the place of posting of Father/ Mother (who is a Government of India or Government of India Undertaking employee) is situated.

Example: A candidate who has passed HSC from New Delhi and qualifying examination from a college affiliated to Bangalore University and whose Mother/Father is an employee in a Nationalised Bank located in Pune will have Type of Candidature as “C” and Home University as “Pune University.”

Note: These Candidates should produce Certificate in the proforma “D” regarding the employment status of Father/ Mother at the time of submission of “Application form for Admission through CAP”. Such Candidates will not be able to claim provision of Backward Class Category candidates and candidates shall be treated as GENERAL/OPEN candidates

4.	Type D:	
	Does not satisfy as Type A, Type-B and Type-C But Father / Mother of the candidate is an employee of the Government of Maharashtra / Government of Maharashtra Undertaking.	Non Technical/Non Agricultural University in Maharashtra state under the jurisdiction of which the place of Posting/Headquarter of GoM / GoM Undertaking office of Father/ Mother is situated.

Example: A candidate who has passed HSC from Kolhapur and qualifying examination from a college affiliated to Delhi University and whose father is an Employee in Law & Judiciary Department of the Government of Maharashtra and is on Deputation to Hon’ble Supreme Court of India, New Delhi will have Type of Candidature as “D” and Home University as “Mumbai University.”

Note: These Candidates should produce Certificate in the proforma “E” regarding the employment status of Father/ Mother at the time of submission of “Application form for Admission through CAP”.

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

3.2 Type of Candidature for Outside Maharashtra State candidates

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

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

4.0 Reservation for Backward class Candidates:

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

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

Sr. No.	Type of Reservation	Percentage of Reservation
1	Scheduled Castes and Scheduled Castes Converts to Buddhism (SC)	13.0%
2	Scheduled Tribes including those living outside specified areas (ST)	7.0 %
3	Vimukta Jati & Denotified Tribes (VJ/DT) i.e. NT(A)	3.0%
4	Nomadic Tribes- 1 (NT-B)	2.5%
5	Nomadic Tribes- 2 (NT-C)	3.5%
6	Nomadic Tribes- 3 (NT-D)	2.0%
7	Other Backward Classes (OBC)	19%
Total		50%

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

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

4.1.2 The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "**Caste Validity Certificate**" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "**Tribe Validity Certificate**" issued by Scrutiny Committee of Tribal Department at the time of verification of documents for the Admission. **The policy of Social Justice and Special Assistance Department and Tribal Development Department of State Government will be made applicable in case of Caste/ Tribe Validity Certificate.**

4.1.3 The candidates belonging to VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "**Non Creamy layer Certificate**" issued by Sub Divisional Officer / Deputy Collector of the district in addition to the caste certificate at the time of verification of documents for the Admission. **The "Non Creamy layer Certificate" should be valid upto 31st March 2016. if these candidates are not able to produce the Non Creamy Layer certificate at the time of submission of CAP application form for the Admission, then such candidates will be treated as GENERAL category candidates and such candidates will not be able to claim Reserved seats in the admission process.**

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

4.2 Reservation for Persons with Disability Candidates :

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

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

- **PH-1** : Visually impaired (blind) candidates (P1)
- **PH-2** : Speech & hearing impaired (dumb and deaf) candidates, (P2)
- **PH-3**: Candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3).

Certificate required: The candidate shall produce a certificate, in the prescribed proforma, "F", from the Director, All India Institute of Physically Handicapped, Mumbai **or** Dean/Civil Surgeon of **the**

Government / CIVIL HOSPITALS normally located at the District Headquarters, regarding his or her physical disability, and ability to undergo all parts of syllabus for the normal course. Candidates suffering from Dyslexia, Dysgraphica & Dyscalculia are required to produce certificate (proforma F-1) issued by the 'Learning Disability Clinic, Lokmanya Tilak Municipal General Hospital, Sion, Mumbai-22'.

Note:

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

4.2.1 Writer/Scribe to the Persons with Disability candidates:

1. The eligible Blind, Low Vision and Orthopedically Handicapped and persons affected with Cerebral Palsy and Dyslexia, who are not in a position to write, can avail a scribe / writer for the MAH-MBA/MMS- CET 2015 Examination.
2. The competent authority shall not provide scribe / writer.
3. The scribe / writer shall be arranged by the candidate at the discretion of the candidate himself /herself, at own cost.
4. It is desirable that the candidate and the scribe are from the same stream. The scribe/writer should be one grade junior in academic qualification than the candidate if from the same stream i.e T.Y.B.Com. Student suffering from disability will be allowed to engage scribe/writer who is in S.Y.B.Com. However, this condition shall not apply if the scribe/writer is from a different stream.
5. The candidate who wants to avail scribe/writer has to indicate willingness at the time of online submission of application form.
6. After confirming the online application form, fill the details of scribe/writer in the declaration format, get two printouts of declaration along with hall ticket,
7. Paste photographs of candidate and the scribe/writer and put signatures and submit this declaration form to the "Joint Director of Technical Education, Regional Office," designated for the jurisdiction of the address of the candidate.
8. The candidate shall submit these declarations to the "Joint Director of Technical Education, Regional Office" within 5 days from the last date of online submission of the application form declared in the notification.
9. The candidate shall collect the "Authentication for scribe/writer letter" and stamped Declaration from the approving authority.
10. The candidate shall produce the declaration and approval letter at the time of examination along with Hall Ticket.
11. The candidate shall submit the declaration and authentication letter to the examination conducting authorities at the examination venue.
12. All such candidates shall be allotted a common center in the nearby vicinity of residential address registered by the candidate in their application form.

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

5.1 Assignment of merit number:

5.1.1 Merit Number:

a) Maharashtra State Seats: Each Maharashtra State candidate who has appeared in the MAH-MBA/MMS-CET 2015 conducted by Competent Authority of Maharashtra State will be assigned a State level Merit Number on the basis of percentile obtained in MAH-MBA/MMS CET 2015.

Incase of tie (equal percentile), the tie shall be resolved as per rule no 5.1.2

b) All India Seats: Each All India candidate who has appeared in CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE) / GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)/ MAH-MBA/MMS-CET 2015 will be assigned a State level merit number on the basis of percentile mentioned on the score card.

If the candidate has appeared for multiple examinations whose names are mentioned above then the best percentile shall be considered for Merit.

CMAT examination does not give result in percentile. CMAT Result shall be converted into percentile by the competent Authority. Percentile figure shall be considered up to 2 decimal places without rounding off. The best percentile of CMAT shall be considered for preparation of Merit.

Incase of tie (equal percentile), the tie shall be resolved as per rule no 5.1.2

c) J & K Migrant Seats: Each J & K Migrant candidate who has appeared in the MAH-MBA/MMS-CET 2015/ CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE) / GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) will be assigned a State level J&K Merit Number on the basis of percentile mentioned on the score card.

If the candidate has appeared for multiple examinations whose names are mentioned above then the best percentile shall be considered for Merit.

CMAT examination does not give result in percentile. CMAT Result shall be converted into percentile by the competent Authority. Percentile figure shall be considered up to 2 decimal places without rounding off. The best percentile of CMAT shall be considered for preparation of Merit.

Incase of tie (equal Score), the tie shall be resolved as per rule no 5.1.2

Important Note:

1. MAH-MBA/MMS-CET 2015 marks will be displayed in terms of percentile on the scorecard of MAH-MBA/MMS-CET 2015 conducted by the Competent Authority of Maharashtra State for the academic year 2015-16.
2. In case of MS/OMS candidate seeking admission against All India Seats, the merit list will be prepared based on the highest percentile score obtained by the candidate either in CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE) or CAT (conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)/MAH-MBA/MMS-CET 2015.

3. The Competent Authority of Maharashtra State reserves the right to prepare the inter-se-merit list for **All India (MS & OMS)** candidates based on the above criteria.
4. Separate merit list will be prepared for admission against the Maharashtra state seats (Home University, State level and Persons With Disability) All India Level Seats (State level) and J&K migrant (State level) candidates.

5.1.2 Relative merit in case of equal marks and equal percentile:

A. For Maharashtra State Seats

In the case of candidates securing equal MAH-MBA/MMS-CET 2015 percentile, their relative merit will be determined on the basis of the following order of preference:

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

B. For All India Seats and J&K Migrant Seats

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

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

Note: The seats will be allotted to the candidates strictly on the basis of their merit number in the respective merit list (Maharashtra State/All India/ J&K Migrant candidates), options given by the candidate and the number of seats available for that candidate during the process of allotment.

5.2 Selection basis:

- a) A candidate desirous of seeking admission through CAP should fulfill the eligibility criteria as laid down in Rule 2.0
- b) The candidate's name should figure in the concerned merit list (Maharashtra State/All India/ J&K Migrant candidates merit list) prepared for admission as defined in Rule No 5.1.1

Note:

1. **It shall be responsibility of the candidate to keep abreast of notifications displayed on the official website from time to time and follow the instructions given therein.**
2. In case the details pertaining to the Home University, Type of candidature, Category of reservation etc. claimed by the candidate on his / her application is **not correctly depicted in**

the provisional result, then the candidate has an opportunity to correct the same by reporting to the concerned ARC authority along with documentary proof (Photo copy of the filled application form) within the time as specified in the schedule (Grievance period) from the date of display of *provisional* results. However, **Candidate's request/ representations regarding *change of the backward class category, status of home university and type of candidature will not be considered as complaints/grievances and will not be taken into consideration.***

3. Failing to get necessary correction within the grievance period, the candidate loses the chance to get the corrections done later and he/she will have to take part in the CAP as per the result declared.
4. **If at a later stage it is found that, the candidate has furnished wrong information and/or submitted false and/or forged documents then the candidate shall lose claim on the admissions. He/she shall forfeit the entire fees of the course and also liable for legal/penal action.**
5. For obtaining **duplicate CET Score card**, candidate should apply **through the Head of the Institute** where the candidate has secured the admission to the Director of Technical Education, Mumbai. The candidate has to pay of fees of Rs. 200/- in cash or by Demand Draft in favour of 'Director of Technical Education, Mumbai'. Institute will receive duplicate CET Score card from the office of Directorate of Technical Education within seven working days from the date of receipt of the application for the same. **For receiving the duplicate score card by registered post, the Institute must enclose a self-addressed (at least of 9.5" X 4.5" size) envelope affixed with postal stamps of Rs. 25/-.**

6.0 Centralized Admission Process (CAP):

For the academic year 2015-16, the Competent Authority shall conduct total three (3) rounds of Centralized Admission. The CAP shall consist of first two (2) rounds by Centralized Allotment wherein eligible candidates will fill separate Online Option forms for respective rounds. Third round of CAP shall be conducted by way of counseling only for the eligible Maharashtra State candidates.

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

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

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

6.1: CAP Rounds for Maharashtra State candidates

6.1.1 CAP Rounds I& II: Direct Allotment

Allotment of seats for Home University seats and State level seats for other university candidates coming under CAP is carried out as per the logic explained in the rule 6.1.3. Stage-I and Stage-II shall be used for CAP Round -I. Stage-I, Stage-II, Stage-III, Stage-IV, Stage-V, Stage-VI and Stage-VII shall be used for CAP Round II.

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

6.1.2 CAP Round III- Admission by Centralized Counseling:

CAP Round-III of admission will be conducted only for eligible Maharashtra State Candidates whose names have appeared in Maharashtra State Merit list (subject to eligibility of participation as set out in the Annexure-I). During this round of admission by Counseling, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible MS candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as Home University, other than Home University, Backward Class, Physically Handicapped etc) and also all the vacant All India Level Seats shall be treated as GENERAL seats and will be offered to MS candidates.

6.1.3 General Notes:

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

6.1.4 Logic for allotment for CAP Rounds:

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

Stage -I: For all the MS candidates

1. All the candidates (open / reserved / male / female) of all the categories shall be considered for allotment as per their University area / State level *inter se* merit.
2. **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.
3. **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.
4. **Persons with Disability category** candidates shall be considered for allotment for the seats reserved for them in their **respective Home University area seats** by virtue of their merit or in open category as per their inter-se merit if the **respective Home University area seats** reserved for Persons with Disability candidates are not available as per their merit.

Stage -II: For Special Backward Class category candidates

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

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

1. On completion of Stage -II, the seats remaining vacant in the respective group of categories as mentioned below, shall be allotted to candidates from the respective group with reference to their university area / State level *inter se* merit, by adopting the procedure as mentioned below, for each of the group:
Group 1: i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC)
ii) Scheduled Tribes including those living outside the specified areas (ST)
Group 2: i) Vimukta Jati (VJ) / Denotified Tribes (DT) NT(A)
ii) Nomadic Tribes (NT-1) NT(B)

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

2. During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
3. Due to upward shifts, the vacancies created shall be allotted by running the complete iteration from top of the merit list for the respective group.

Stage-IV: For all Backward Class category candidates

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

Stage-V: Persons with Disability category candidates

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

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

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

Stage -VII: For all the candidates without any reservation

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

6.1.5 Rules of Reporting in the CAP process

CAP Round No.	No. of Options to be filled in	No. of the option allotted for which confirming Admission is Mandatory	Remarks
First	100 options (Min. 1 and Max. 100)	First Option	<p>Candidate has to confirm the admission, if he/she gets allotment of First Option . Such candidates will not be able to participate in further rounds of CAP i.e. Round-II & III irrespective of the fact that such candidate confirms the admission or not.</p> <p>Other candidates who have got allotment between options 2~100 may also confirm the admission if he/she wishes so however if such candidate confirms the admission, he/she will not be able to participate in further rounds of CAP i.e. Round-II & III.</p>
Second	100 options (Min. 1 and Max. 100)	Any one of the first Seven options	<p>Candidate has to confirm the admission, if he/she gets allotment of any one choice from first seven options. Such candidates will not be able to participate in further rounds of CAP i.e. Round-III, irrespective of the fact that such candidate confirms the admission or not.</p> <p>Other candidates who have got allotment between options 8~100 may also confirm the admission if he/she wishes so, however such candidate will not be able to participate in further rounds of CAP i.e. Round-III.</p>
Third round by Counseling	---	Seat available will be offered to candidates eligible to participate in Round-III as per inter se merit.	All available seats will be treated as General Seats and will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round-III (Counseling Round).

Note: For details refer “Rules of Reporting” given in Annexure-I.

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

1. There shall be two rounds of direct allotment of CAP for All India candidates. Refer Annexure-I for details of eligibility for each round, procedure for applying etc.
2. All such All India Seats, which may fall vacant for whatsoever reason till the start of Round-III, shall be treated as GENERAL seats and will be made available to eligible Maharashtra State candidates of CAP round-III.
3. The direct allotment of seats will be done through computer as per inter se the merit of the candidate, options filled by the candidate and the availability of the seats at that point of time during the process of allotment.

4. The best possible option is retained as final allotment. The final allotment list will be displayed on website as per the schedule.
5. In case of Maharashtra State candidates, who have applied both as All India candidate (on the basis of All India CET score) and Maharashtra State candidate (on the basis of MAH-MBA/MMS-CET 2015 score) will have to fill in only one Application and Option form. His/her options will be considered for allotment for both the Maharashtra State seats as well as All India Seats as per inter se merit in the respective merit lists and **out of those the best possible option will be allotted**. If the Maharashtra State Candidate by virtue of his/her inter-se merit of Maharashtra State as well as All India getting the allotment of particular choice code of the institute then All India seat will be allotted to such candidates.
6. All the candidates will have to report for admission to the Respective Institutes as per the schedule. **No personal communication in this regard will be carried out. It will be the responsibility of the candidate to see their allotment on the given website.**
7. Candidates securing allotment will confirm the admission by reporting at the Respective Institutes mentioned in allotment list with the identity proof, original certificates needed for admission and on payment of full fees on or before the last date specified for the same. Refer Annexure-I for details of CAP rounds, reporting etc.
8. The admission will be confirmed only after scrutiny of all original documents and payment of the entire fees as prescribed by the respective institute and also approved by the Shikshan Shulka Samiti.

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

1. The Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020, Mumbai will act as the Admission Authority for these admissions.
2. These admissions will be carried by counseling at Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020.
3. Candidates seeking admissions against the seats reserved for the J&K migrants and whose names have appeared in the J & K Merit list, are required to report to the **Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020**, for admission as per the schedule.
4. These admissions will be made strictly in the order of merit from amongst the candidates who are eligible for J & K migrant quota and who present themselves for admission at SIMSREE, as per the schedule, against the seats available in the various Institutes.
5. **Candidates claiming admission against J & K migrant quota will have to produce evidence in support of their claims. Candidate failing to produce necessary certificates in ORIGINAL at the time of admission by counseling will be considered not eligible and name of such candidate will be removed from the merit list of J & K Migrant candidates.**
6. **Candidates reporting late for the admission or candidate, who remain absent, will not be considered for the allotment process and requests of such candidates regarding reconsideration will not be entertained under any circumstances.**

7. Candidates will have to confirm the admission accepted by him/her by paying the requisite amount of **fee to the respective institutes.**
8. Admissions once confirmed shall be FINAL and candidates shall not be allowed to seek transfer of their admission to some other institution.

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

1. These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester / year for the current academic year.
2. **The admission against these seats is permitted to the institutes only after the institute gets a certificate from State Government regarding the availability of facilities for creation of supernumerary seats.**
3. As on today no Government/University Managed/University Department has received permission from **State Government** for creation of **supernumerary seats**. If such a permission is received on or before starting of academic year 2015-16, the same will be notified by the Directorate of Technical Education on the website: www.dtemaharashtra.gov.in/mba2015 and the admissions to such seats will be carried out by the Directorate of Technical Education, M.S., Mumbai
4. For admissions to **Unaided Institutes** who have received permission by the **State Government** to admit such candidates, aspiring candidates are required to contact to the Directors/ Principals of the respective Unaided Institutes.
5. If any seats available for Foreign Nationals/Persons of Indian Origin/Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. **Under any condition these seats shall not be offered to any other candidates.**

7.0 Reporting at the Institute:

1. 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)
2. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
3. After substantiation of the identity and scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form **as prescribed by the concerned institute** and confirm the admission offered.
4. 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.
5. The system shall automatically generate letter of **confirmation/cancellation** of the admission as an acknowledgement.
6. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.

7. 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.
8. It is the responsibility of the Director/Principal of concern institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the **institute will have to adjust these unreported candidate(s) against the institute level seats.**
9. If the institute fails to update the status of Cancellation of the candidate on the date of cancellation through "Online Update", then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue the printout of the "Online Receipt of the Cancellation" to the candidate with due seal and signature of the authority of the institute.

8.0 Admissions against CAP Vacancies:

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

9.0 Fees:

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

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

9.1 Fees concession/reimbursement:

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

- a) Maharashtra State candidates belonging to Reserved Categories
- b) Maharashtra State candidates belonging to Economically weaker sections

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

Note:

- a) The extent of fees concession, nature of fees concession (loan/scholarship), requirements of certificates etc. will be decided by the State Government and same shall be binding on the candidate.
- b) GoM approved some courses with condition that the fees reimbursement scheme of the State shall not be applicable. The fees shall not be reimbursed to the candidate admitted to such courses.
- c) The details of the fees concession (if any) will be made available to aspiring candidates at the time of filling of Option Form for CAP Rounds.

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

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

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

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

Procedure for cancellation of admission:-

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

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

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

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

10.0 Age limit:

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

11.0 Transfers after one year for Course/Institute

- There shall be no transfer of students at any stage from Govt./Govt. aided / University Department/ University managed/Unaided institute to any other institute in the Maharashtra and no transfer of students from any institute located outside Maharashtra to any institute in the Maharashtra.

12.0 Transfers due to closure of Course/Institute

- If the AICTE has given permission for the closure of the Course/Institute for the current academic year and the students on roll for second year are less than 20 students then competent authority shall transfer the candidate admitted in the previous academic years in any unaided Management Institutes to any other Unaided Management institutes within the same university area where vacancies within sanctioned intake exist on the request of the Institute.

13.0 Miscellaneous:

- a) There shall be no transfer of students at any stage from Govt./Govt. aided / University Department/ University managed/Unaided institute to any other institute in the Maharashtra and no transfer of students from any institute located outside Maharashtra to any institute in the Maharashtra.
- b) The medium of instruction for the MBA / MMS / PGDBM / PGDM programmes in all the Universities in the State is **English**.
- c) **At the time of seeking admissions, a candidate will be provisionally admitted to MBA / MMS programme at a college/an institute subject to the production of the Provisional Eligibility Certificate from the University to which the college/institute is affiliated or by which the College / Institute is recognized, and its subsequent confirmation by the University. Each of the candidates is advised to ensure before applying for admission to the MBA /MMS/PGDBM/PGDM programme in a particular University that he/she is eligible for admission to the programme as per the relevant Eligibility Rules of the University.**
- d) The Head of the college / institution may refer a candidate to the appropriate medical authority to ascertain the physical fitness or otherwise before admitting him / her to the programme / the hostel, as per the requirements of the programme / the rules of the Hostel Admission.
- e) The Head of the college / institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.
- f) If the Admission Authority or an institution affiliated to/recognized by/or which is autonomous but is located in the area of jurisdiction of a University deliberately, willfully with an intention to defraud, makes admissions in excess of sanctioned intake of the institute as specified in these rules, except as provided for in these rules, the examination authority of the concerned university shall not allow such candidates admitted in excess of the sanctioned intake capacity, to appear at any of the relevant examinations unless explicitly permitted by the Competent Authority. The Competent Authority may consider granting such an approval as it may deem fit for the excess admissions done.
- g) Each of the candidates seeking admission to MBA/MMS and PGDBM is required to give the undertaking at the time of admission at the Institute.
- h) Students belonging to **Muslim/ Christian/ Buddhist/ Sikh/Parsi community** can apply for the 'Merit-cum- Means Based Scholarship Scheme' of Government of India. The eligibility criterion, procedure for application, application proforma and scheme details are available on www.dtemaharashtra.gov.in/mcm/ and <http://minorityaffairs.gov.in/>.
- i) Students belonging to **Muslim/ Christian/ Buddhist/ Sikh/Parsi/Jain community** can apply for the 'State Government scholarship for Professional & Technical Education' of Government of Maharashtra. The eligibility criterion, procedure for application, application proforma and scheme details are available on DTE website and <http://mdd.maharashtra.gov.in/>.

14.0 Conduct and Discipline

- a) If any student studying in any MBA/MMS/PGDBM college/institute in the State is found indulging in antinational activities, or in activities that run contrary to the letter and spirit of the provisions of

Acts and Laws enforced by the Government, or any activity that causes his / her behavior to be contrary to rules of discipline, will be liable to be expelled from the College / Institute forthwith without any notice by the Principal of the College / The Director of the Institute.

- b) If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, at any time, found to be false or incorrect and willful suppression of facts, his / her admission will be cancelled forthwith. The fees will be forfeited and he / she may be expelled from the college / Institution by the Director/ Principal and prosecuted, if deemed necessary. An appeal against the order of cancellation of admission / expulsion, however, may be referred to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final and binding on all concerned.
- c) The provisions made in the Maharashtra Prevention of Malpractices at University, Board and Other Specified Examination Act 1982 is applicable to MBA/MMS admission.

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

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

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

IMPORTANT:

Candidates should note that:

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

Proforma - A

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

Reference. No. :

Date:

CERTIFICATE

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

This certificate is issued for the purpose of his / her son / daughter’s admission to Post Graduate Degree course in Management in Maharashtra State for the year 2015-16.

Date:

Head of the Office

Place:

Seal of the Office

.....
Proforma - B

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

Reference. No.:

Date:

CERTIFICATE

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

The details of refugee status is as under.

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

This certificate is issued for the purpose of his / her admission to Post Graduate Degree course in Management for the year 2015-16.

Date:

Head of the Office

Place:

Migrant / Refugee Camp

Seal of the Office

Proforma - C

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

Reference. No.:

Date:

CERTIFICATE

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

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

..... since pastyears.

This certificate is issued for the purpose of his / her admission to Post Graduate Degree course in Management for the year 2015-16.

Date:
Place:

District Collector

Seal of the Office

Proforma - D

(For Type C candidates)

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

Reference. No.:

Date:

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity ofin

(Designation)

(Name of the Organisation /Establishment/Department)

..... This Organisation /Establishment / Department is under
Department of Govt. of India / Govt. of India undertaking.

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

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

This certificate is issued for the purpose of his/her / his son or daughter / her son or daughter’s admission to Post Graduate Degree course in Management for the year 2015-16.

Date:
Place:

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

Seal of the Office

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

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

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

Reference. No.:

Date:

CERTIFICATE

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

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

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

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

This certificate is issued for the purpose of his / her son / daughter’s admission to Post Graduate Degree course in Management for the year 2015-16.

Date:
Place:

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

Seal of the Office

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

Pro forma – F

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

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

(For Persons with Disability Candidates)

Photograph of the
candidate
showing the
Physical disability

CERTIFICATE

This is to certify that I have examined Mr. / Miss
..... on He / She has(Name of the Physical Disability)
which comes under the sub category Blindness (**P1**)/Speech & Hearing impaired(**P2**)/Orthopedic disorder (**P3**)

Certified that:

1. The percentage of handicap is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Two Year Post Graduate Degree course in Management without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to First Year of Two Year Post Graduate Degree course in Management in Maharashtra for the academic year 2015-16.

Outward No. & Date:

Place :

(Name & Signature)

Director, All India Institute of Physically Handicapped, Mumbai

Or

Dean/Civil Surgeon of Government Hospital
(Name of the issuing Authority)

Seal of the Office

Proforma-F-1

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

(For Persons with Disability Candidates)

P3 (Learning Disability) Candidates

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

CERTIFICATE

**Photograph of the
candidate**

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

Physical & Neurologic Assessment Date :

Psychologic Assessment Date :

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

Educational Assessment Date: WRAT: R
S
A

Certified that:

1. The percentage of handicap is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Two Year Post Graduate Degree course in Management without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to First Year of Two Year Post Graduate Degree course in Management in Maharashtra for the academic year 2015-16.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

Annexure – I
Procedure for Registration for CAP and Document Verification/Confirmation

This Annexure explains the various stages and procedure adopted for the MAH-MBA/MMS-CET 2015 and CAP. Candidates seeking admission to MBA/MMS, PGDM and PGDBM courses are required to appear for MAH-MBA/MMS-CET 2015 conducted by the Competent Authority

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

Stage I –Mode of Payment, Filling of Online Application form & Registration for CET

A. Online application form processing fees is

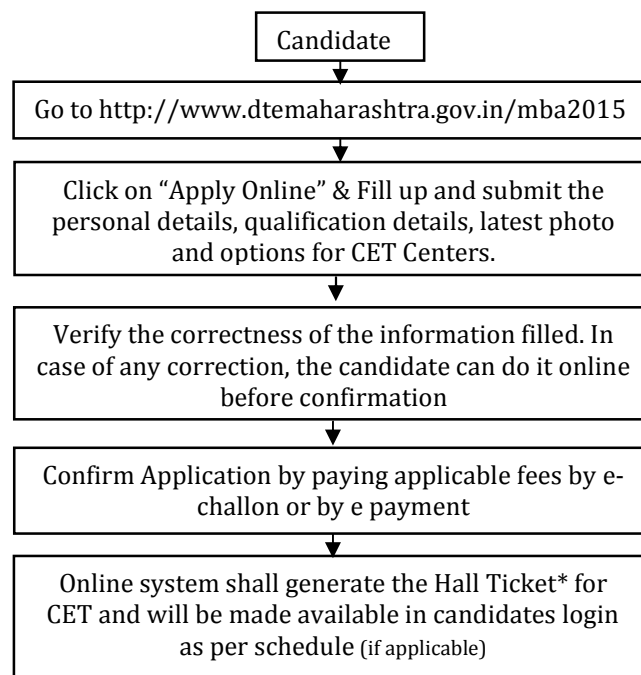
1. **Rs. 1000/-** for General Category Maharashtra State, Out side Maharashtra State and J&K Migrant candidates.
2. **Rs. 800/-** for Reserved Category & Physically Handicapped Candidates belonging to Maharashtra State only (i.e. Candidates having relevant backward class Caste Certificate and other applicable certificates issued by Maharashtra State authorities).

B. Payment of fees for Online application form may be done by the following two modes

1. **e - Challon*** to be submitted in any branch of Axis Bank Ltd in India (Generated online at the time of registering for CET)
2. **e-payment*** of the application processing fees, through net banking/Credit Cards/Debit Cards at the website www.dtemaharashtra.gov.in/mba2015

(*This fee is non refundable and non transferable under any circumstances. Bank charges, payment gateway charges are applicable)

C. Process Flow Diagram



- I. Maharashtra and J & K Migrant candidates aspiring to apply for All India seats are not required to pay extra fee. Such candidates are required to submit only one application form as Maharashtra and J&K Migrant Candidate and will be required to select the choice as interested to apply for All India seat.
- II. *All India candidates who have appeared for CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) are also required to apply online.*
- III. If fees paid through Challon, Candidates will receive Receipt of Payment of fees as “candidate’s copy”. Candidates are required to produce the receipt of the payment of fees at the time of confirmation of submission of CAP application form for admission at the ARC and therefore the candidates are instructed to carefully preserve the receipts of the payment for further use.
- IV. The Hall Ticket is an important document. The candidate should produce the Hall Ticket at the time of examination, during document verification at ARC, during reporting for admission and for approval of admitted candidates list. Any changes in the Hall Ticket shall not be entertained at the later stage. Providing or uploading false information shall be treated as fraudulent activity and the candidature/admission shall be cancelled. The candidate shall be liable for criminal prosecution.
- V. All India candidates who wish to apply for admission through CAP only on the basis of percentile score of for CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS) against All India seats will have to **compulsorily register for CET. However the Hall Ticket for CET shall not be issued to such candidates. Such candidates can take a printout of the submitted application form for future reference.**
- VI. **Candidates shall be asked to enter preferences for the CET center, as per the seat availability CET centers shall be offered to the candidates. This directorate reserves the right of allocation of CET Centers to the candidate in unavoidable circumstances.**
- VII. **Information Brochure will be available on website for browsing, downloading and printing and will not be available in printed form.**

The Maharashtra State and J&K Migrant candidates can apply for all India Seats on the same Application ID, if he/she has appeared for CAT 2014 (conducted by IIMs)/CMAT 2015 (Conducted by AICTE)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS). Maharashtra candidates will be given only one allotment which will be highest choice either through All India Seats or Maharashtra State Seats.

✓ **LATE REGISTRATION:**

Late registration facility is provided to those aspiring candidates who could not register for CET within schedule time. Such candidates need to apply through **ONLINE mode only** by paying additional late fees of Rs. 1000/- at www.dtemaharashtra.gov.in/mba2015 through net banking/Credit Cards/Debit Cards.

Stage - II: Appearing for the MAH-MBA/MMS-CET 2015

1. Candidates are also required to read the instructions given in the Hall Ticket carefully.
2. Candidates will appear for MAH-MBA/MMS-CET 2015 online examination at the designated venue as mentioned in the Hall Ticket.
3. The candidates should submit a photocopy of photo identity proof (as brought by them in original) as mentioned on Hall Ticket.

4. Candidate should put left thumb impression on attendance sheet and Hall Ticket in the presence of invigilator.
5. Candidate shall preserve the Hall Ticket signed by the supervisor.

Stage - III: Declaration of MAH-MBA/MMS-CET 2015 results.

- The provisional results of CET will be declared on website of DTE.

Stage IV –Confirmation of “Application Form for Admission” at ARC

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

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

Stage- V: Display of Merit list and issue of score card.

1. The **Provisional Merit** lists viz. Maharashtra State Candidates, All India Candidates and J & K Migrant Candidates will be displayed on website.
2. For discrepancy in the provisional merit list, if any, get the corrections done by lodging the grievance in-person at ARCs within the period specified in the schedule.

3. The Final merit list will be displayed on the website as per the schedule.
4. The score card will be dispatched to the permanent address of the candidate mentioned in the application form by speed post within 15 days after declaration of the result.
5. The duplicate score card will be issued on payment of fee Rs. 200/- through Institute where the candidate has taken the admission.

Stage-VI: Submission and confirmation of online option form for CAP Round I, II and III
General Instructions:

1. In order to participate in the Centralized Admission Process (subject to fulfillment of the eligibility criterion of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round.
2. Candidates will be able to fill in the online option form through their login on website.
3. It is mandatory for all candidates to confirm the online option form by him/ her.
4. The candidate will not be able to change the Options once it is confirmed.
5. Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by the others on behalf of the candidate. Hence candidates are instructed to keep changing the password and keep note of it.
6. Every institute offering management courses has been allotted a choice code number which is given in the "Annexure -V" of the online Information Brochure. The updated list of MBA/MMS institutes is available on the website.
7. The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference.
8. Option form received through online submission only will be considered valid for further processing.
9. Maximum 100 options are made available in the online option form of CAP Round-I& II.
10. The candidate can fill minimum 1 and maximum 100 options. The candidate has to fill the institute choice code against the option number in the online option form.
11. Candidate has to confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password.
12. The candidate can take the printout of the confirmed Option form for future reference.
13. **All India candidates are not eligible to participate in the CAP round-III i.e. Admission by Counseling**

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

These will be a direct allotment rounds. At the start of this round, total seats available for allotment will be the CAP seats for the MBA/MMS courses and PGDBM course of SIMSREE. The allotment in this round

will be done on the basis of options confirmed by the candidate, *inter se merit* of the eligible candidate and available seats at that point of time during the allotment stage/process.

1. The allotment of eligible candidates for respective rounds will be displayed on the website.
2. The candidate should to take a printout of the displayed allotment.
3. No separate allotment letter will be issued to the candidate.
4. The candidate will report to the allotted institute and confirm the admission at the respective Institute along with the necessary original documents as specified in Annexure-II and pay full fees.
5. The respective Institute will carry out “**Online Update**” of the confirmation of the candidate’s admission on website through their Institute login, at the time when the candidate is being admitted at the Institute.
6. The system shall automatically generate letter of confirmation of the admission as an acknowledgement.
7. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to ‘Reported Candidate’.
8. If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat
9. Such seats will be treated as vacant seat for subsequent rounds of CAP.
10. The candidates will be able to know the status of reporting, his/her eligibility for next round through login.

❖ **Rules of Reporting of CAP Round-I:**

1. All candidates who have secured **First choice allotment** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-I since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
 - who have secured an allotment which is not first option

And

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

And

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

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.
3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-I, shall not be available for allotment in subsequent CAP rounds.

❖ Rules of Reporting for CAP Round-II:

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

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

Available Seats-

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

Eligibility- All Maharashtra State Candidates, whose names have appeared in the list of eligible candidates for CAP Round-III, may appear for this Counseling Round of Admission.

❖ Rules of Reporting for CAP Round III:

1. **Eligible candidates must report in-person at the venue of “Center of Counseling Round” in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round.**
2. Candidate is required to pay processing fees of CAP Round-III, Rs.100/- in cash at the Center of Admission and obtain a receipt for the same.
3. The candidate will report as per schedule at the **Center of Counseling Round** along with the necessary original documents. Candidates excluding SC/ST category shall carry part payment of non-refundable fees of Rs. 10000/- in the form of DD drawn on **“The Director, Technical Education”** payable at **Mumbai**. Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se merit of candidates.

4. Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of **Rs.10000/-** (Excluding SC/ST) and on producing necessary documents in original for verification.
5. The **Center of Counseling Round** will update the confirmation of the candidate's admission on DTE website immediately.
6. Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees **less** Rs. 10000/-) 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. 10000/- paid by the candidate at the **Center of Counseling Round**.

Annexure -II

Documents required during the Admission Process

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

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

Candidate shall produce score card of All India CET to ARC officer to verify the identity of the candidate, if any discrepancy found document verification shall not be carried out.

- ✓ Certificate of Indian Nationality# in the name of the Candidate
- ✓ Statement of marks of HSC and SSC
- ✓ Statement of marks for the Bachelor’s Degree Examination (i.e. the qualifying Degree examination) in case the candidate has passed the bachelor’s degree examination (**Candidates who have appeared for final year degree examination have time limit up to 25th September, 2015 to produce the same**).
- ✓ Caste certificate (if applicable)
- ✓ **Caste/Tribe Validity Certificate**
- ✓ Non Creamy Layer certificate* valid up to 31st March 2016 (if applicable)
- ✓ Domicile certificate of candidate - In case of Type-A candidate in lieu of Domicile certificate candidates should produce Birth Certificate of candidate indicating place of birth in Maharashtra State OR School Leaving Certificate indicating place of birth of candidate in Maharashtra State
- ✓ Domicile certificate** of candidate’s father/mother (if applicable), clearly indicating the place of permanent residence of the candidate/father or mother
- ✓ Certificates in Proforma A, B, C, D, E, F
- ✓ Receipt of payment of processing fees.
- ✓ Score Card for CMAT, CAT(conducted by IIMs)/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA in February 2015)/ XAT (conducted by XLRI)/ ATMA (conducted by AIMS)
- ✓ Any other relevant document

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

- ✓ All original certificates & Attested True copies of Marklists, Certificate of Indian Nationality, Caste Certificate, Caste/Tribe Validity, Non Creamy Layer certificate valid upto 31st March 2016 , Domicile Certificate, Proforma (A~E) etc.) as applicable and score card of All India CET.
- ✓ Any other relevant document

Note:

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

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

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

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

Non-Creamy Layer Certificate is required to be produced on or before the last date of document verification for CAP Admission , failing which the category claimed will not be considered.

- **** Domicile certificate:**

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

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

Note:-

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

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

3) No documents are needed at the time of filling up of online form for MAH-MBA/MMS-CET 2015. However no change in the information once filled is permitted at a later date.

4) Candidates are required to keep the documents ready at the time of filling up of “Application Form for Admission”. (Tentatively scheduled in the month of May 2015)

3. 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.**

4. Attestation:

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

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

5. Translation:

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

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

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

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

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

(3) Notwithstanding anything contained in any Act for the time being in force, any Degree, Diploma or any other educational qualification acquired by such person after securing admission in any educational institution on the basis of a Caste Certificate

which is subsequently proved to be false shall also stand cancelled, on cancellation of such Caste Certificate, by the Scrutiny Committee.

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

Para 11: (Offences & Penalties)

(1) Whoever,-

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

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

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

Para 12: (Offences under Act to be cognizable & non bail able)

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

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

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

Para 13: (Penalty for issuing false Caste Certificate)

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

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

Para 14: (Penalty for abatement)

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

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

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

Annexure - III

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

1.0 Admissions to allottees for the institute

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

2.0 Admissions against CAP vacancies:

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

1. The admissions against CAP Vacancies should be given to those candidates who have applied for CAP and Eligible as per the rule specified in 2.1, 2.2, 2.3, 2.5 and 2.6 The Directorate of Technical Education will publish the CAP Vacancy at the end of the CAP Rounds.
2. These admissions should be carried out strictly on the basis of inter se merit of the Candidates who have applied for admission in that institute against vacancies.
3. Candidates having Maharashtra candidature should be considered first for the vacancy round. After admitting Maharashtra candidates, if seats still remain vacant then the seats can be offered to eligible OMS candidates as per rule no. 3.2 based on their inert-se-merit.
4. All institutes shall notify the total number of vacancies in the institute after offering admissions to the candidates who have come through CAP rounds, by advertisement in the newspaper and on the website of the institute, for inviting application from eligible candidates. Detailed schedule of the admission process and vacancies are also to be displayed on the notice board of the Institute.
5. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director/Principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the inter se merit of the candidates who have applied to the institute. Institutes should display the merit list on their notice boards and website prior to admissions.
6. In **Government Institutes / University Departments / University Managed Institutes**, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled as per state level merit amongst the candidates in **final merit list of Maharashtra State candidates only** and who have applied for the Vacancy round at the SIMSREE. The Director of SIMSREE shall carry out the admissions of all **Government Institutes / University Departments / University Managed Institutes. Candidate shall pay fees of the institute at the time of admission through counseling. The representative of above institute shall remain present for document verification and collection of fees. The schedule of these rounds will be published on DTE & SIMSREE website.**
7. In **Unaided Institutes**, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats

thus shall be filled after preparing a common merit list of **only Eligible candidates** who have applied for the Vacancy round at the respective Institute.

8. All the institutes shall prepare the schedule of admission and notify the same by advertisement in the newspaper and on the website of the institute.
9. Under any condition the number of admissions should not exceed the sanctioned intake capacity for that course (excluding the J & K migrant and Foreign National / Foreign students / PIO/ Children of Indian Workers in the Gulf countries).
10. After admitting the qualified candidates, if seats still remain vacant then the institutions have to apply to the Pravesh Niyantran Samiti, Mumbai for obtaining approval for the conducting additional CET.

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

1. The Director/Principal of the respective Un-aided Management institute shall invite applications for the seats available by giving publicity in at least two newspapers and on the website of the Institute.
2. Information brochure/prospectus of the Institute, which specifies rules of admission, should be published well before the commencement of the process of admission for the Institute Level/Minority Seats. All the information in the brochures should also be displayed on the Institute's website.
3. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director/Principal of the respective institute for admission.
4. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute and are eligible as per rule no.2.6.
5. After admitting the MAH-MBA/MMS-CET 2015 candidates, If the seats still remains vacant then such seats shall be filled from the candidates who have appeared for CAT (conducted by IIMs) / CMAT/ GMAT (conducted by GMAC, USA)/ MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI).
6. If the seats still remains vacant then such seats shall be filled from the candidates who have appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyantran Samiti, Bandra (E), Mumbai-51 for the academic year 2015-16.

General Notes:

1. The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. **The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.**
2. **Rounds of admission for Institute Level / Minority Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute**

3. The admissions at the institute level /Minority should be strictly carried out as per the guidelines given above. In no case, the admission should not be done without any of the written test mentioned herein.
4. The Director/Principal of the institute has to also update the list of all admitted candidates on the DTE website through their institute login clearly indicating the stage of their admission like CAP, Against CAP vacancy, OMS, Institute level/ Minority seats, J&K seats, PIO, FN, FS, NRI etc. **within 5 days from the cut off date** of the admission. **However institute should note that they shall be able to upload candidate's admission of not more than 10% of SI per choice code after declared cutoff date of admission. Uploading Link will be closed on the last day of cutoff date of uploading.**

5. If the institute fails to update the reporting of the candidate through "Online Update", the action shall be taken against the institute as per the GR dated 29.03.2008.

6. The Director/Principal of the institute is required to update the list of all admitted candidates of CAP and Against CAP Vacancy Seats immediately as per the schedule of admission on the DTE website through their institute login.
7. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Director/Principal / Head of the Institute within 7 days from the cut off date.
8. The regional office of the Joint Director of Technical Education shall verify the supporting documents and forward the list of admitted candidate to the Director, Technical Education along with the remarks of Joint Director for final approval.
9. The DTE and/or Pravesh Niyantran Samiti, Mumbai shall accord the final approval to the list of admitted candidates. It is binding on all the Universities to grant enrollment only to the students who are approved on the list of admitted candidates.

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

Annexure IV
List of Application form Receipt Centers

Note:- List of ARC shall be declared separately before the commencement of the admission Process.

ANNEXURE – V

Details of Common Entrance Test MAH-MBA/MMS CET 2015

1.0 The Agency to administer MAH-MBA/MMS CET 2015

The CET would be administered by the Competent Authority, on its own or in collaboration with or through a professional agency with proven record of its competence and experience in such process of personnel selection through competitive examinations.

2.0 The MAH –MBA/MMS-CET 2015

1. MAH-MBA/MMS CET 2015 shall be conducted online at the selected examination centers. There shall be 200 multiple choice objective type questions (MCQs).
2. MAH-MBA/MMS CET 2015 shall be conducted in two or more sessions depending upon the number of applications registered. Competent Authority, using **standardized equi-percentile method**, will be equating scores across sessions.
3. Aspiring candidates should note that, the tests are not disclosed to anybody else other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.
4. The question paper for the CET will be set in English only. Translations in any languages will not be available.
5. The CET would be of 2 & 1/2 (Two & Half) hours duration and would have a maximum of 200 marks.
6. The CET would be held in multiple sessions from 14th March 2015 to 15th March 2015
7. The CET would not have negative marking.
8. There will be no verification of marks or revaluation of answer of the CET
9. The marks at the CET would be considered for admission during the current academic year only and would not be allowed to be carried forward to the next year.
10. The detailed information and the instructions about the CET and a few sample questions illustrating the nature, variety, scope, pattern, type of questions that will be set for the CET are given in **Annexure VI**
11. The cities in which CET-2015 is conducted are designated as centre for the CET. Each centre will have several venues depending upon the number of candidates due to appear at that centre. A candidate applying for the CET would have the freedom to choose his/her centre but shall not have freedom to choose the venue.
12. Use of calculators, slide rules, log tables or other such arithmetic aids and cellular phone, pager etc. is not allowed. Instructions sent to you with the application receipt, books, notes etc. are also not allowed. If you have brought any of these, please leave them with the invigilator.

Candidate Instruction Sheet

The Exam today is for a duration of 2.5 hours i.e. 150 minutes:

The exam Timing is:

Batch1-10:00 AM to 12:30 PM / Batch2- 2:00PM to 4:30 PM



The Total Questions for the Exam are: 200

The Total Marks for the Exam are: 200


General Instructions:

- 1) Please ensure that none of your personal belongings are with you, you should only be in possession of your Admit Card, Pen and ID proof.
- 2) You are requested to avoid touching the Wires and cables as it could lead to the System shutting down.
- 3) In case you experience any issue with the System allocated, please inform the Invigilator and a new system shall be provided to you. All your answers will be saved till the point that you have attempted the questions.
- 4) Please make sure you sign in the space provided in the Attendance Sheet next your name when asked to. Signing on the Attendance Sheet is mandatory and your candidature will be considered null & void without it.
- 5) Please ensure that you hand over the Admit Card to the Invigilator once the Attendance is taken and you and the Invigilator sign in the space provided on the Admit Card in each other's presence.
- 6) You are requested not to indulge in unfair means like copying from chits, peeping into other systems or using any calculators, electronic devices as it could lead to you being debarred from the Exam.

About Question Paper:



- 1) The Question Paper consists of **200** multiple choice objective type questions with **5 options** out of which only one is correct.
- 2) Each question carries **1 mark**, there is **No Negative Marking** for incorrect answers.
- 3) Only one question will be displayed on the computer screen at a time. To attempt next question the candidates should click on  or to go back click on  button provided at the bottom of the screen.
- 4) The candidate should click with the mouse on the correct choice, from given 5 options for the right Answer. In case, the candidate does not wish to attempt the question it can be left blank.

5) The timer is available on the **TOP RIGHT HAND CORNER** of the screen, you are requested to keep a tab on it to ensure that you plan your exam within the allocated time.

6) The candidate can choose to Unmark his/her answer by clicking the  Button provided at the bottom of the Screen.

7) The questions can be answered in any order within the given time frame.

8) The list of attempted and un-attempted questions is shown in the right side of the screen. You can click on any of the attempted ones to revise the answers in case you wish so.

9) Candidates have the option to bookmark a question in case they want to review it at a later stage by Clicking on the  button available at the bottom of the Screen. The Bookmark on a particular question can be removed by clicking 

10) The question palette at the right of the screen shows the following status of each of the questions numbered



You have answered the Question



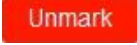
You have not answered the Question and marked for review




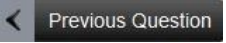
You have answered the Question but marked for review




You have not answered the Question


PS: Questions which are Attempted and Marked For Review would be treated as attempted questions only as long as the candidate does not  the option selected.


11) To move back and forth between questions, candidates should use the 

OR  button or should click on the question number displayed at the right side of the screen.

12) The answers will be saved whenever the candidate goes for next question, by clicking on  OR

 button.

13) If a candidate finishes the paper within the stipulated time, he/she can end the examination by clicking the  button. However, candidates will not be allowed to leave the examination hall till the end of the stipulated time.

14) On the completion of **150 minutes** of the Exam Duration, if the candidate is not able to attempt any question or click the answers a nil result will be saved automatically by the computer system even if he/ she does not click the  button.

Please note that in case of any clarification, you are requested to raise your hand and wait for the Invigilator/Test Administrator to come to your desk.

"ALL THE BEST"

ANNEXURE – VI
COMMON ENTRANCE TEST (CET)

1. NATURE

1.1 The CET comprises multiple choice objective type questions in the areas of Verbal Ability and Reading Comprehension, Quantitative Aptitude and Logical / Abstract Reasoning. In all there would be 200 questions to be answered in a total time of two and half hours (i.e. One hundred and fifty minutes).

1.2 CONTENTS OF THE TEST OF VERBAL ABILITY AND READING COMPREHENSION.

This is a test to see how well you know English language. In this test there will be passages with questions based on their contents to test your comprehension. Your English Language ability would be tested through questions on grammar, vocabulary, sentence completion, synonyms, antonyms, comprehension of passages etc. Your English language ability would be tested through questions on (1) understanding of the contents of the passage and (2) choice of appropriate words, phrases, expressions and similar language skills.

1.3 CONTENTS OF THE TEST OF QUANTITATIVE APTITUDE.

This test helps to know how fast and accurate you can work with numbers, do numerical calculations understand various arithmetic problems involving ratio and proportion, percentage, etc. This test also helps to measure your power of quantitative reasoning, interpretation of tables, common graphs and charts.

1.4 CONTENTS OF THE TEST OF LOGICAL / ABSTRACT REASONING.

This test measures how quickly and accurately you can think. This test may have questions based on figures and diagrams and also questions on verbal reasoning.

2. IMPORTANT HINTS

2.1 As you read a question, mark its answer immediately. Do not waste your time in reading all the questions first and then deciding on which ones to answer, as all questions are compulsory i.e. there are no options, and all questions carry equal marks.

2.2 Start answering questions in the test one by one.

2.3 If you find a question difficult skip it and go to the next question.

2.4 Remember to see that you are marking the answer on the answer sheet against the same serial number as that of the question you are attempting.

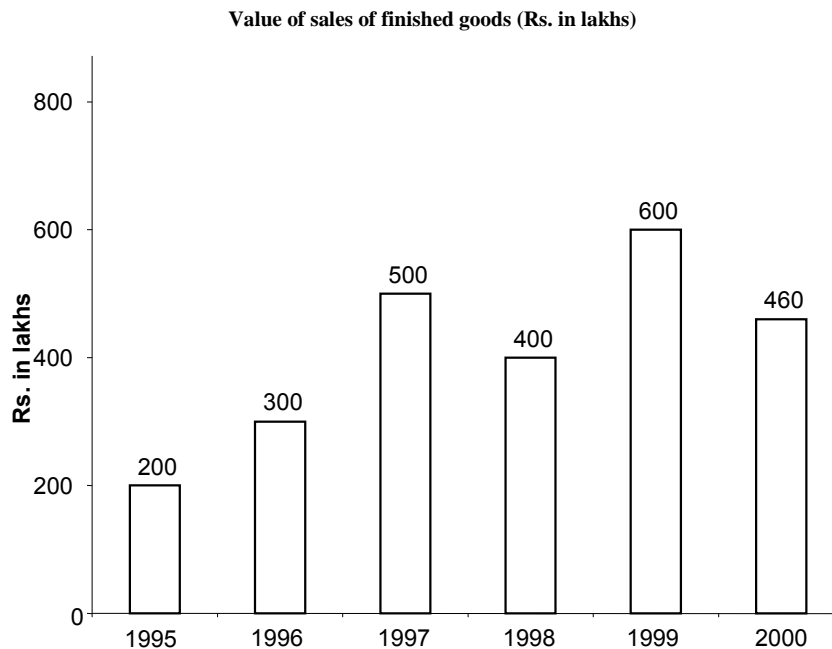
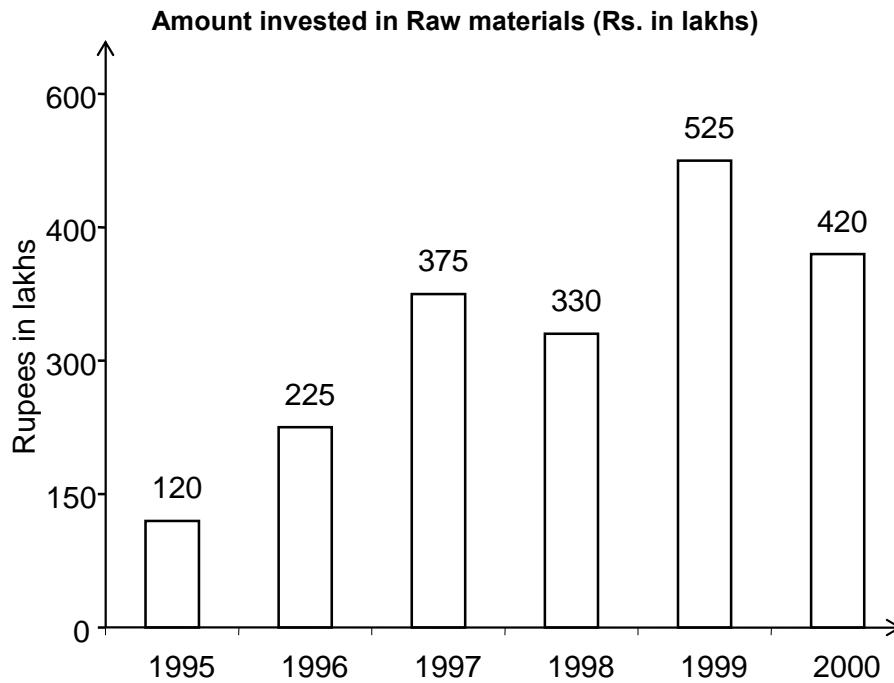
2.5 Even though there are no negative marks allotted to incorrect answers, it is recommended that you should avoid marking answers at random or based on guesses.

3. SAMPLE QUESTIONS.

Below are given some sample questions for each of the areas mentioned above. The types of questions given here are only illustrative and not exhaustive. In actual test, you may find questions on some or all of these types and also questions on some types not mentioned here.

LOGICAL REASONING

Directions (Q. 1 – 5) : Out of the 2 bar graphs, one shows the amount (in lakhs) invested by a company in producing raw materials over the years and other the values (in lakhs) of finished goods by the company over years.



1. The maximum difference between the amount invested in raw materials and value of sales of finished goods was during the year is
- (A) 1995 (B) 1996 (C) 1997 (D) 1998

2. The value of sales of finished goods in 1999 was approximately what percent of the sum of amount invested in raw materials in the years 1997, 1998 and 1999 ?
- (A) 33% (B) 37% (C) 45% (D) 49%
3. What was the difference between the average amount invested in raw materials during the given period and the average value of sales of finished goods during this period ?
- (A) ` 62.5 lakhs (B) ` 68.5 lakhs (C) ` 71.5 lakhs (D) ` 77.5 lakhs
4. In which year, the percentage change (compared to previous year) in the investment on raw materials is same as that in the value of sales of finished goods ?
- (A) 1996 (B) 1997 (C) 1998 (D) 1999
5. In which year, there has been a maximum percentage increase in the amount invested in raw materials as compared to the year ?
- (A) 1996 (B) 1997 (C) 1998 (D) 1999
6. If + means \times , - means +, \times means , and means -, then
- $6 - 9 + 8 \times 3 - 20 = ?$
- (A) -2 (B) 6 (C) 10 (D) 12
7. Look at this series : 7, 10, 8, 11, 9, 12, ... What number should come next ?
- (A) 7 (B) 10
(C) 12 (D) 13
8. Look at this series : 36, 34, 30, 28, 24, ... What number should come next ?
- (A) 20 (B) 22
(C) 23 (D) 26

Direction 9-10 : Each question has a word followed by four answer choices. You will choose the word that is a necessary part of the underlined word.

9. BOOK
- (A) Fiction (B) Pages
(C) Pictures (D) Learning
10. LANGUAGE
- (A) Tongue (B) Slang

- (C) Writing (D) Words

Direction : 11-12 : Each problem consists of three statements. Based on the first two statements, the third statement may be true, false, or uncertain.

11. Tanya is older than Eric.

Cliff is older than Tanya.

Eric is older than Cliff.

If the first two statements are true, the third statement is

- (A) True (B) False
(C) Uncertain (D) Certain

12. Blueberries cost more than strawberries. Blueberries cost less than raspberries. Raspberries cost more than both strawberries and blueberries.

If the first two statements are true, the third statement is

- (A) True (B) False
(C) Uncertain (D) Certain

13. FAG, GAF, HAI, IAH, _____

- (A) JAK (B) HAL
(C) HAK (D) JAI

ABSTRACT REASONING

14. 2, 6, 11, 17, —, 32.

- (A) 22 (B) 23 (C) 24 (D) 28

15. BKS, DJT, FIU, HHV, —

- (A) IJX (B) IGX (C) JGW (D) IGU

16. If in a certain language GAMBLE is coded as FBLCKF, how will FLOWER be coded in that code ?

- (A) GKPVFQ (B) EMNXDS (C) GMPVDS (D) HNQVGT

17. If GIVE is coded as 5137 and BAT is coded as 924, how is GATE coded ?

- (A) 5427 (B) 5724 (C) 5247 (D) 2547

18. Pointing to a photograph, a man tells his friend, "She is the daughter of the only son of my father's wife". How is the girl in the photograph related to the man ?
 (A) Daughter (B) Cousin (C) Mother (D) Sister
19. A man walked 2 km west of his house and then turned south covering 4 km. Finally, he moved 3 km towards east and then again 1 km west. How far is he from his initial position ?
 (A) 2 km (B) 4 km (C) 9 km (D) 10 km
20. How many 7's immediately preceded by 6 but not immediately followed by 4 are there in the following series ?
 7 4 2 7 6 4 3 6 7 5 3 5 7 8 4 3 7 6 7 2 4 0 6 7 4 3
 (A) 1 (B) 2 (C) 4 (D) 6
21. CMW, HRB, ?, RBL, WGQ, BLV
 (A) MWG (B) LVF (C) LWG (D) WMX
22. Four people witnessed a mugging. Each gave a different description of the mugger. Which description is probably right?
 (A) He was tall, thin and young
 (B) He was tall, thin and middle aged
 (C) He was average height, thin and middle aged
 (D) He was tall, of the average weight, and middle- aged
23. Nurse Kemp has worked more night shifts in a row than Nurse Rogers, who has worked five. Nurse Miller has worked fifteen night shifts in a row, more than Nurses Kemp and Rogers combined. Nurse Calvin has worked eight night shifts in a row, less than Nurse Kemp. How many night shifts in a row has Nurse Kemp worked?
 (A) Eight (B) Nine (C) Ten (D) Eleven
24. In a certain code BREAKDOWN is written as NWODKAERB. How is TRIANGLES written in that code?
 (A) SELGNTRIA (B) AIRTNSELG
 (C) SELGNAIRT (D) AIRTGNSEL
25. WORK : MOTIVE ::
 (A) Body : Mind (B) Wall : Paint
 (C) Body : Food (D) Petrol : Car
26. MIRROR : GLASS ::
 (A) Music : Violin (B) Match : Matchbox
 (C) Shirt : Cloth (D) Air : Flow

27. The length of the bridge, which a train 130 metres long and travelling at 45 km/hr can cross in 30 seconds, is
- (A) 200 m (B) 225 m (C) 245 m (D) 250 m

QUANTITATIVE APTITUDE

28. A tank is 25 m long, 12 m wide and 6 m deep. The cost of plastering its walls and bottom at 75 paise per sq. m, is
- (A) Rs. 456 (B) Rs. 458 (C) Rs. 558 (D) Rs. 568
29. A pupil's marks were wrongly entered as 83 instead of 63. Due to that the average marks for the class got increased by half ($\frac{1}{2}$). The number of pupils in the class is
- (A) 10 (B) 20 (C) 40 (D) 73
30. The compound interest on a certain sum for 2 years at 10% per annum is Rs. 525. The simple interest on the same sum for double the time at half the rate percent per annum is
- (A) Rs. 400 (B) Rs. 500 (C) Rs. 600 (D) Rs. 800
31. The angle of elevation of the top of a tower from a certain point is 30° . If the observer moves 20 m towards the tower, the angle of elevation of the top of the tower increases by 15° . The height of the tower is
- (A) 17.3m (B) 21.9m (C) 27.3m (D) 30m
32. The sum all even natural numbers between 1 and 31 is
- (A) 16 (B) 128 (C) 240 (D) 512
33. What percentage of numbers from 1 to 70 have 1 or 9 in the unit's digit ?
- (A) 1 (B) 14 (C) 20 (D) 21
34. Out of 7 consonants and 4 vowels, how many words of 3 consonants and 2 vowels can be formed ?
- (A) 210 (B) 1050 (C) 25200 (D) 21400
35. Three pipes A, B and C can fill a tank in 6 hours. After working at it together for 2 hours, C is closed and A and B can fill the remaining part in 7 hours. The number of hours taken by C alone to fill the tank is
- (A) 10 (B) 12 (C) 14 (D) 16
36. A bag contains 6 black and 8 white balls. One ball is drawn at random. What is the probability that the ball drawn is white ?
- (A) $\frac{3}{4}$ (B) $\frac{4}{7}$ (C) $\frac{1}{8}$ (D) $\frac{3}{7}$
37. The age of father 10 years ago was thrice the age of his son. Ten years hence, father's age will be twice that of his son. The ratio of their present ages is
- (A) 5 : 2 (B) 7 : 3 (C) 9 : 2 (D) 13 : 4

38. Which of the following has the most number of divisors ?
(A) 99 (B) 101 (C) 176 (D) 182
39. What is the sum of two consecutive even numbers, the difference of whose squares is 84 ?
(A) 34 (B) 38 (C) 42 (D) 46
40. Two, trains, one from Howrah to Patna and the other from Patna to Howrah, start simultaneously. After they meet, the trains reach their destinations after 9 hours and 16 hours respectively. The ratio of their speeds is
(A) 2 : 3 (B) 4 : 3 (C) 6 : 7 (D) 9 : 16
41. A vendor bought toffees at 6 for a rupee. How many for a rupee must he sell to gain 20%?
(A) 3 (B) 4 (C) 5 (D) 6
42. A bag contains 50 p, 25 p and 10 p coins in the ratio 5 : 9 : 4, amounting to Rs. 206. Find the number of coins of each type.
(A) 360, 160, 200 (B) 160, 360, 200
(C) 200, 360, 160 (D) 200, 160, 300
43. Reena took a loan of Rs. 1,200 with simple interest for as many years as the rate of interest. If she paid Rs. 432 as interest at the end of the loan period, what was the rate of interest ?
(A) 3.6 (B) 6
(C) 18 (D) None of these
44. The cost of Type 1 rice is Rs. 15 per kg and Type 2 rice is Rs. 20 per kg. If both Type 1 and Type 2 are mixed in the ratio of 2 : 3, then the price per kg of the mixed variety of rice is
(A) Rs. 18 (B) Rs. 18.50 (C) Rs. 19 (D) Rs. 19.50
45. Excluding stoppages, the speed of a bus is 54 kmph and including stoppages, it is 45 kmph. For how many minutes does the bus stop per hour ?
(A) 9 (B) 10 (C) 12 (D) 20
46. A and B together can do a piece of work in 30 days. A having worked for 16 days, B finishes the remaining work alone in 44 days. In how many days shall B finish the whole work alone?
(A) 30 days (B) 40 days
(C) 60 days (D) 70 days
47. The length of diagonal of a cube is 14 cm. The volume of the cube is

- (A) 2744 cm³ (B) 2544 cm³
(C) 588 cm³ (D) 3528 cm³

48. In the first 10 overs of a cricket game, the run rate was only 3.2. What should be the run rate in the remaining 40 overs to reach the target of 282 runs ?
(A) 6.25 (B) 6.5 (C) 6.75 (D) 7
49. From a group of 7 men and 6 women, five persons are to be selected to form a committee so that at least 3 men are there on the committee. In how many ways can it be done ?
(A) 564 (B) 645 (C) 735 (D) 756
50. Find the greatest number that will divide 43, 91 and 183 so as to leave the same remainder in each case.
(A) 4 (B) 7 (C) 9 (D) 13
51. The cube root of .000216 is
(A) .6 (B) .06 (C) 77 (D) 87
52. The banker's discount on a bill due 4 months hence at 15% is Rs. 420. The true discount is
(A) Rs. 400 (B) Rs. 360 (C) Rs. 480 (D) Rs. 320

TEST OF VERBAL ABILITY

Spot the errors in the following sentences :

53. If he persists in flaunting (A) / all our rules and regulations, (B) / we shall have to (C) / expel him from school (D).
54. The number of students (A) / attending school (B) / have increased (C) / from 500 to 600 (D).
55. The students (A) / were awaiting for (B) / the arrival of (C) / the chief guest (D).
56. Children visiting the (A) / park are amused (B) / by the monkeys play (C) / in the cages (D).
57. I prefer The Hindu, (A) / but my eldest (B) / son reads (C) / Times of India (D).
58. Read the each sentence to find out whether there is any grammatical error in the sentence.
(A) We discussed about the problem so thoroughly
(B) on the eve of the examination

- (C) that I found it very easy to work it out.
- (D) No error

59. Fate smiles ___ those who untiringly grapple with stark realities of life.

- (A) With
- (B) Over
- (C) On
- (D) Round

Direction 60 – 61: In each question below, there is a sentence of which some parts have been jumbled up. Rearrange these parts which are labelled P, Q, R and S to produce the correct sentence. Choose the proper sequence.

60. When he

P: did not know

Q: he was nervous and

R: heard he hue and cry at midnight

S: what to do

The Proper sequence should be :

- (A) RQPS
- (B) QSPR
- (C) SQPR
- (D) PQRS

61. It has been established that

P: Einstein was

Q: although a great scientist

R: weak in arithmetic

S: right from his school days

The Proper sequence should be:

- (A) SRPQ
- (B) QPRS
- (C) QPSR
- (D) RQPS

Direction for 62 : In this question, an incomplete statement (Stem) followed by fillers is given. Pick out the best one which can complete incomplete stem correctly and meaningfully.

63. Despite his best efforts to conceal his anger

- (A) we could detect that he was very happy
- (B) he failed to give us an impression of his agony

- (C) he succeeded in camouflaging his emotions
- (D) people came to know that he was annoyed

Directions for 64 – 66: Today most businessmen are very worried. To begin with, they are not used to competition. In the past they sold whatever ...(86)... produced at whatever prices they chose. But ...(87)... increasing competition, customers began to ...(88)... and choose.

Fill in the blanks :

64. (A) it (B) they
(C) he (D) we
65. (A) with (B) by
(C) after (D) from
66. (A) buy (B) take
(C) pick (D) want
67. To make clean breast of
(A) To gain prominence
(B) To praise oneself
(C) To confess without of reserve
(D) To destroy before it blooms
68. GRAIN : SALT
(A) shard : pottery (B) shred : wood
(C) blades : grass (D) chip : glass
69. Change the Passive : James Watt discovered the energy of steam.
(A) The energy of steam discovered James Watt.
(B) The energy of steam was discovered by James Watt.
(C) James Watt was discovered by the energy of steam.
(D) James Watt had discovered energy by the steam.
70. Select the pair which has the same relationship ARMY:LOGISTICS
(A) business : strategy
(B) soldier : students
(C) war : logic
(D) team : individual

Directions for Q.No. 71 and 72 : Choose the word which is the exact OPPOSITE of the given words.

71. DEAR

- (A) Priceless
- (B) Free
- (C) Worthless
- (D) Cheap

72. ARROGANT

- (A) Humble
- (B) Cowardly
- (C) Egotistic
- (D) Gentlemanly

73. Direct/Indirect speech : Dhruv said that he was sick and tired of working for that company.

- (A) Dhruv said, "I am sick and tired of working for this company."
- (B) Dhruv said, "He was tired of that company."
- (C) Dhruv said to me, "I am sick and tired of working for this company."
- (D) Dhruv said, "I will be tired of working for that company."

Directions for Q.No. 74 and 75 : Complete the statement.

74. Because he believes in democratic principles, he always

- (A) decides all the matters himself
- (B) listen to others views and enforces his own
- (C) shown respect to others opinions if they match his own
- (D) reconciles with the majority views and gives us his own

75. With great efforts his son succeeded in convincing him not to donate his entire wealth to an orphanage

- (A) and lead the life of a wealthy merchant
- (B) but to a home for the forsaken children
- (C) and make an orphan of himself
- (D) as the orphanage needed a lot of donations