



SHRI VILE PARLE KELAVANI MANDAL'S  
**Shri Bhagubhai Mafatlal Polytechnic**

Vile Parle (West), Mumbai – 400 056.



**INFORMATION BROCHURE**  
for  
**Full Time Diploma Courses**  
**2016-2017**



## **SVKM MANAGING COMMITTEE**

**Shri Amrish R. Patel**  
Hon. President & Trustee

**Shri Bhupesh R. Patel**  
Hon. Joint President & Trustee

**Shri Pravin V. Gandhi**  
Hon. Vice President

**Shri Sunandan R. Divatia**  
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**Shri Utpal H. Bhayani**  
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**Shri Harshad H. Shah**  
Hon. Joint Treasurer

**Shri Harit H. Chitalia**  
Hon. Joint Treasurer

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Shri Jayesh R. Gandhi

Shri Prithviraj C. Shah

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Shri Kirti P. Mehta

Shri Shantilal P. Bhatt

Shri Bhupen G. Bhatt

Shri Krishnakumar D. Gandhi

Smt. Sneha A. Parekh

Shri Chintan A. Patel

Shri Maherdas J. Patel

Shri Tapan M. Patel

Shri Churchill Shah

Smt. Minaxi K. Mehta

Shri Tushar H. Mehta

Shri Harihar R. Patel

Shri Mukesh H. Patel

Shri TNV Ayyar

Shri Harshad B. Kawa

Shri Nimir K. Mehta

Shri Vamanrai V. Parekh

Shri Nayan M. Patel

Shri Pratapchandra B. Patel

Shri Vedprakash K. Dudeja

Shri Jagat A. Killawala

Shri Pravin H. Doshi

Shri Vinod M. Goradia

Shri Jagdish B. Parikh

Shri Rajendra K. Shah

Shri Vinod M. Patel

Shri Jayesh P. Choksi

Dr. Rajesh L. Jani

Shri Vivek C. Vaidya

Shri Naresh K. Sheth

Shri Rajgopal C. Bhandari

Shri Sanjay A. Desai

### **ADMINISTRATORS OF SVKM**

**Shri Asoke Basak**  
Chief Executive Officer

**Shri Mohan Awate**  
Addl. Chief Executive Officer

**Shri Anil K. Bapat**  
Chief Financial Officer

**Shri Nilesh M. Mohile**  
Chief Administrator



SHRI VILE PARLE KELAVANI MANDAL'S

# Shri Bhagubhai Mafatlal Polytechnic

Vile Parle (West), Mumbai – 400 056.

Tel. : 4233 6000

Fax : (022) - 2611 0117

Website : [www.sbmp.ac.in](http://www.sbmp.ac.in)



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## **SVKM EXECUTIVE COMMITTEE**

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**Shri Harshad H. Shah**

Hon. Joint Treasurer

**Shri Harit H. Chitalia**

Hon. Joint Treasurer

### ***MEMBERS***

Shri Amit Desai

Shri Anand K. Pandit

Shri Ashwin Dani

Shri Bharat M. Sanghvi

Shri Bhargav N. Patel

Shri Bhupesh P. Bafna

Shri Chandrakant T. Shanghvi

Shri Chintan A. Patel

Shri Harihar R. Patel

Shri Girish Mehta

Shri Harshad B. Kawa

Shri Jagat A. Killawala

Shri Jagdish B. Parikh

Shri Jairaj C. Thacker

Shri Jayesh P. Choksi

Shri Jesus Lall

Shri Kirit P. Mehta

Shri Naresh K. Sheth

Shri Nimir K. Mehta

Shri Rajiv M. Sanghavi

Mrs. Sneha A. Parekh

Shri Maherdas J. Patel

Shri Mukesh A. Shah

Smt. Manju D. Gupta

Shri Mukesh H. Patel

Shri Pratapchandra B. Patel

Shri Pravin H. Doshi

Shri Rajendra K. Shah

Shri Rajgopal C. Bhandari

Shri Rajnikant S. Ajmera

Smt. Sarla H. Doshi

Smt. Saroj Rao

Shri Shailesh M. Patel

Shri Sunil N. Dalal

Shri Tapan M. Patel

Shri Tushar H. Mehta

Shri Vedprakash K. Dudeja

Shri Vasantrai D. Gandhi

Shri Nayan M. Patel

Shri Prithviraj C. Shah

Shri Sanjal A. Desai

Shri TNV Ayyar

Shri Vijay I. Patel

Shri Vinod K. Goenka

Shri Vinod M. Goradia

Shri Vinod M. Patel

Shri Vivek C. Vaidya

Smt. Zainab R. Chauhan

Shri Asoke Basak

Shri Mohan Awate

Shri Anil K. Bapat

Shri Nilesh M. Mohile

#### **Special Invitees**

Shri Deepak Golwala

Shri Jai Chinai

Shri Rajesh V. Shah

## INFORMATION FOR STUDENTS

### (1) About Shri Vile Parle Kelavani Mandal

Shri Vile Parle Kelavani Mandal is registered under (i) the Societies Registration Act XXI of 1860 – No. 733 of 1934-1935 and (ii) the Bombay Public Trusts Act, 1950 (Bombay) XXIX of 1950 – No. F-30 (Bom.) 1953.

The Mandal was formed in 1934 and commenced its activities by taking over the Rashtriya Shala, a school established in 1921 in the wake of National Movement. The School was later named “Shrimati Gokalibai Punamchand Pitamber High School”.

Due to concerted efforts by the Management and the interest taken by Citizens in the locality as well as Industrialists and Businessmen, Shri Vile Parle Kelavani Mandal has been able to achieve excellence in the field of education and establish a number of institutions covering Arts, Science, Commerce, Law, Management and Technical Education and School Education. Presently, about 30,000 students are studying in Shri Vile Parle Kelavani Mandal’s Institutions.

### At present the Mandal is running the following Institutions :

• Smt. Gokalibai Punamchand Pitamber High School	1934
• Mithibai College of Arts, Chauhan Institute of Science and Amrutben Jivanlal College of Commerce and Economics	1961
• Shri Bhagubhai Mafatlal Polytechnic	1963
• Narsee Monjee College of Commerce and Economics	1964
• Shri Gangaprasad Ranchhodhbhai Jani Boys Hostel	1968
• Shri Manilal Vadilal Nanavati Prathmik Shala	1974
• Chauhan Junior College of Arts and Science	1976
• Jitendra Chauhan College of Law	1977
• Amrutben Jivanlal College of Commerce	1980
• Shri Dhirajlal Vrajlal Parekh Shishu Vihar	1981
• Parag Vijay Datt Drama Academy	1989
• Harkisan Mehta Foundation Institute of Journalism and Mass Communication	1990
• Shri Chhotabhai B. Patel Research Centre for Chemistry and Biological Sciences	1990
• Acharya Ambalal V. Patel Junior College	1992
• Dwarkadas J. Sanghvi College of Engineering	1994
• Chatrabhuj Narsee Memorial School & Niranjana D. Parekh Pre-Primary School	1997
• Mukeshbhai R. Patel Military School, Shirpur	2003
• Usha Pravin Gandhi College of Management Studies	2003
• Dr. Bhanuben Nanavati College of Pharmacy	2004
• Pravin Gandhi College of Law (5 years)	2004
• Institute of International Studies	2006
• SVKM International School	2008
• Centre for Performing Arts	2010

### (2) About Shri Bhagubhai Mafatlal Polytechnic

Shri Vile Parle Kelavani Mandal established this Polytechnic in 1963 with a munificent donation of Rs. 7,50,000/- from Shri Arvind N. Mafatlal and his brothers and named the same after their uncle Shri Bhagubhai Mafatlal.

Mafatlal family and their industries have taken keen interest in developing the same and given financial support. The Polytechnic receives Grants and Project fund from the State and Central Governments for establishing facilities and developing its infrastructures. The Polytechnic has developed excellent interaction and liaison with industries and has received financial support for a variety of projects and towards equipment support.

S.B.M. Polytechnic has created a name for itself by maintaining high standard of discipline and performance. The Polytechnic believes in organising need-based programmes and assisting in-service personnel in education and training activities. The Polytechnic has developed Sandwich Programmes and has diversified its conventional programmes initiated in 1963 into variety of discipline areas as First Level as well as Post-Diploma Level along with in-service programmes. The Polytechnic is a grant-in-aid autonomous institution affiliated to the Maharashtra State Board of Technical Education. The Polytechnic is being managed by the duly constituted Managing Council (Refer Inside Back Cover)

(3) **Location, Environment and Buildings**

The Polytechnic is located on Road No. 3 crossing Swami Vivekanand Road, Vile Parle (West) at a distance of about two and half km on the west of either Vile Parle or Andheri Railway Station on the Western Railway. The Polytechnic may be reached by a three minutes walk from the Irla Naka Bus Stop. It is bounded on the north by Smt. Chandaben Mohanbhai Patel Homeopathic Medical College, on the east by offices of the Khadi & Village Industries Commission and on the west by the Dr. R. N. Cooper Municipal General Hospital Building. The Narsee Monjee College of Commerce & Economics, the Mithibai College of Arts and Chauhan Institute of Science are situated nearby on the south of Polytechnic. Bus routes available from Andheri Rly. Station (West) are 4 Ltd., 84 Ltd., 202 Ltd., 358 Ltd., 201,253.

The ground plus three storeyed building of the Polytechnic houses the Administrative Offices, Class rooms, Library, Laboratories, Drawing Halls, Computer Centres, Staff-rooms, Engineering Workshops, as well as Canteen, Staff Club and Staff and Students' Common Rooms.

(4) **Autonomy**

The Polytechnic has been granted academic autonomy for Diploma and Post Diploma courses and conducts all the examinations including final year. Diplomas are awarded by the Polytechnic.

(5) **Courses offered**

The Various courses offered at this Polytechnic and sanctioned intakes are given below :-

**Full-time Diploma Courses**

**(A) Aided Courses (3 years, Semester Pattern)**

* Civil Engineering	(1963	-	Intake 30)
* Mechanical Engineering	(1963	-	Intake 60)
* Electrical Engineering	(1963	-	Intake 40)
* Industrial Electronics	(1971	-	Intake 20)
* Plastics Engineering	(1974	-	Intake 30)
* Chemical Engineering	(1975	-	Intake 30)
* Digital Electronics	(1981	-	Intake 30)

**(B) Unaided Courses (3 years, Semester Pattern)**

* Civil Engineering	(2016	-	Intake 30)
* Electrical Engineering	(2016	-	Intake 20)
* Industrial Electronics	(2016	-	Intake 40)
* Computer Engineering	(2001	-	Intake 60)
* Information Technology	(2002	-	Intake 60)

**Classes will be conducted from 7.30 a.m. to 2.30 p.m.**

(6) **Career Prospects in Diploma Course**

All Diploma Courses at Shri Bhagubhai Mafatlal Polytechnic are oriented to training of Technicians in the respective branch of Engineering.

**Technician requirements include**

- Knowledge and Application of underlying Scientific Principles.
- Knowledge and Application of Process, Methods and Techniques employed in industry in areas of Maintenance, Operation, Manufacturing, Construction, Installation and Servicing.
- Manipulative Mathematics to understand the effects of various Parameters.

Technicians are the link between Designers and Craftsmen and they serve key role as first time supervisors in Industry. Technician's work demands both manipulative as well as motor skills and includes supervision of craftsmen / artisans in various sections / departments of industry.

Technicians have good scope of working in small-scale industry and of developing as entrepreneurs. Avenues for Diploma Holders for upgrading educational qualifications are available in following ways:– Taking up professional examinations of Institutions, such as –

- ☛ Institution of Engineers (India).
- ☛ Indian Institution of Industrial Engineering.
- ☛ Institution of Electronics and Telecommunication Engineers.
- ☛ Institution of Mechanical Engineers (Mumbai)
- ☛ Indian Plastic Institute(India)
- ☛ Indian Institute of Chemical Engineering
- ☛ Taking up Post Diploma Courses.
- ☛ Taking up additional Diploma Courses in Mechanical, Electrical and Production Engineering.
- ☛ Taking up University Courses, such as, B.E. in Full-Time / Part-Time.

Career prospects and emphasis of various courses are given below.

(i) **Civil Engineering**

The Diploma Course in Civil Engineering covers Materials of Construction, Use of Surveying and Levelling Instruments, Civil Engineering Drawing, Methods of Construction as applied to Buildings, Roads, Bridges, Public Health Engineering, Quantity Surveying and Estimation and Entrepreneurship.

The student is also provided with adequate background in Designing of Structures and in Project Management.

Civil Engineering Technician can take up supervision of construction of all types of works, such as Surveying, Levelling and Data collection. He / She can also be useful in Materials Management, taking measurements, etc.

He / She can get employment as Overseer / Junior Engineer in Municipal Corporation, Buildings and Constructions Department, Irrigation and Power Department, State Electricity Board, Housing Board, Building Repairs and Reconstruction Board, etc. He / She can get appointment as Supervisor in Private Construction organisations.

The student can also find employment in Consulting organisations for Designing work. So also, he / she can work independently as a Contractor.

(ii) **Mechanical Engineering**

The Diploma Course in Mechanical Engineering lays emphasis on manufacturing in engineering industries. Syllabus covers subjects such as Work Study, Production Management, Process Engineering, Tool Design, Mechanism, Power Engines, Refrigeration and Air-conditioning, Hydraulic Machinery, Machine Design Practice and Entrepreneurship.

Students can, work in Engineering Department, Inspection, Quality Control, Maintenance and Production Shops, and Industrial Engineering Department in Engineering Industries involved in manufacture of Industrial Machinery, Machine Tools, Automobiles, Ancillary Industries, Electrical Machinery, etc.

(iii) **Electrical Engineering**

This Course lays emphasis on Power Distribution and Utilisation. It covers subjects like Electrical Engineering Materials, Drawing and Estimation, Electrical Machines, Electrical Power Generation and Distribution, etc. In addition, the student is also acquainted with subject like, Basic Electronics, Engineering Economic Analysis, Effective Supervision and Entrepreneurship.

Students passing the Diploma Course in Electrical Engineering can get employment as Overseer or Estimator with Electrical Contractors and as Junior Engineer in Organisation like State Electricity Board, BSES, BEST. They can work as chargehands in Maintenance and Erection filed also and can get an opportunity to work in Assembly, Testing and Departments in Industry manufacturing Electrical Machines and Equipment. They can have an opportunity to work as Sales and Service Engineers.

(iv) **Industrial Electronics**

The emphasis in this Course is on Testing, Modification and Development of Circuits useful in Control of Power to Industrial Drives and Control of Signals in Test / Process Instrumentation and Communication. The job prospects are as Technical Assistant, Supervisor, Operator in Quality Control, Production, Development and Maintenance Departments of Industries which are manufacturing and using electronic equipment. There is a scope for self-employment in manufacturing of electronic equipment and controls or servicing of electronic gadgets including Radio and T.V. receivers.

(v) **Plastic Engineering**

The Plastics Engineering Diploma Course lays emphasis on Engineering aspects of Plastic Industry. It deals with various processes used in Plastic Processing Machinery, Mould Design and Fabrication and Plastic Testing with sufficient knowledge of properties of Plastic materials. The students can work in Tool-Rooms making Moulds, in Plastic Industry making end products and Manufacture, Installation, Maintenance and Servicing of Plastic Machinery. There is a scope for development as an entrepreneur also. Unlike a technology programme, this course is on the Engineering side oriented to Plastic Industry. Students cover subjects such as, Production Planning and Control, Inspection, Effective Supervision and Engineering Economic Analysis which improve their awareness to needy areas, such as personnel, costing and management.

(vi) **Chemical Engineering**

The Diploma course in Chemical Engineering deals with various aspects of Chemical Industry, such as, Unit operations, Process Technology of Important Commercial Chemicals, Process Control and Instrumentation, Maintenance and Material Handling. The course covers, important subjects such as, Corrosion and its Prevention, Pollution and its Control, Quality Control and Safety in Plant Operation. The students undergoing this Course get well conversant with the Plant Operation and Maintenance of Modern Chemical Plant.

They can work in industry as Foremen, Supervisors and thereby fill the gap between the Chemical Engineer and the Craftsman. They can also work for Fabrication, Erection and Commissioning of Plants. The students will be suited to Chemical Industry manufacturing Organic as well as Inorganic Chemical.

(vii) **Digital Electronics**

The syllabus covers subjects like Electronic Measurement, Electronic Calculation, Microprocessor Applications, Analog and Digital Techniques. Various Phases of Development of an Electronic Gadget incorporating related Calculations, Drawings, Fabrication and Testing work are effectively integrated with Industrial Training and Term-work in various semesters through Project Work.

(viii) **Computer Engineering**

The Course is Three Years Full Time, Un-aided, Non-Sandwich Semester - Pattern having Multipoint Entry & Credit System. The emphasis of the course is on Computer Education at a Technical Level covering Knowledge of Software : Programming Languages, System Analysis and Design, Database, Concepts of Operating System, Hardware : Maintenance & Servicing of Electronic Circuits, PC Architecture, Basics of Computer Technology, Maintenance & Servicing of Computer, Peripheral Devices and Instruments at higher semesters alongwith basic Science Subjects - Mathematics, Physics, Communication Skill / English - in first and second semester. The Students learn the fundamentals of Computer Maintenance and Servicing leading to become.

- \* A Service Technician
- \* Assistant Programmer in Software Industry.
- \* Computer Maintenance Technician.
- \* A Computer Programmer.

(ix) **Information Technology**

The course is three years full-time, Un-aided, Non-Sandwich semester Pattern having Multipoint entry & Credit System. The emphasis of the course is on Information Technology with computer education at a Technician level covering knowledge of Software : Programming languages, System Analysis and Design, Database, Concepts of Operating Systems, Data structure communication related topics, Internet, Entrepreneurship, Hardware : Electronic Devices, Digital electronics, Robotics, Computer Peripherals at higher semester alongwith basic



subjects - Mathematics, Physics, Communication Skills, Generic Skill, basis of Engineering Drawing in first and second semester. The content of syllabus is having weightage of around appex 70% to 30% as software to hardware respectively. After completion of Diploma students will be able to work as :-

- A Database Administrator
- Programmer
- System Network Administrator
- Web Application - Developer
- Customer Support Services

**(7) Course Pattern (Aided /Un-aided Courses)**

The following courses are of three year duration and incorporate Inplant training for a periods of 24 weeks in the last semester.

There are two semester per year. The courses thus are spread over six semesters.

The candidates are channelized into –

- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Industrial Electronics
- Plastic Engineering
- Chemical Engineering
- Digital Electronics

**Course Pattern (Un- aided Courses)**

Each course is of three year’s duration. There are two semester per year. The course thus are spread over six semesters.

The candidates are channelized into –

- Computer Engineering
- Information Technology

**Inplant Training**

The students receive institutional training for first five semesters. In the sixth semester they are sent to Industry for Inplant or Field Training. This scheme enables the students to learn under actual work-situations during their training and improves their prospects for employment.

The scheme of training and academic instructions is schematically shown below :-

	<b>Odd Term/ Semester</b>	<b>Even Term/ Semester</b>
1 <sup>st</sup> Year	Institution	Institution
2 <sup>nd</sup> Year	Institution	Institution
3 <sup>rd</sup> Year	Institution	Inplant

The Final Diploma is awarded after satisfactory completion of training and examination at the end of the 6th Semester.

(8) **Multi-Point Entry & Credit System (MPECS)**

Effective from 1981-82, the Polytechnic has adopted the Multi-Point Entry & Credit System (MPECS) with provides for :-

- ☛ Registration and Examination of subjects in every semester.
- ☛ Pace of study suited to individuals.
- ☛ Optional subjects in disciplinary as well as inter-disciplinary field.
- ☛ Cumulative progress record and performance of students.
- ☛ A master plan of subjects offered in each half of the year in various disciplines of study.

The Rules of Multi-Point Entry & Credit System (MPECS) are available in the Polytechnic Library and on the website: [www.sbmp.ac.in](http://www.sbmp.ac.in)

(9) **Academic Freedom**

All India Council for Technical Education recommended that, as an experimental measure, one Polytechnic from each State should be given academic freedom to frame curriculum, to impart instruction and to evolve a suitable pattern of examinations. This experiment was to make the intended Technician Training more practice-oriented and make technicians directly useful to industry on completion of their training.

The Maharashtra Government chose Shri Bhagubhai Mafatlal Polytechnic as the experimental Polytechnic. The Diploma Courses in Civil, Mechanical and Electrical Engineering were granted academic freedom from June, 1969.

Effective from 1989-90, the Polytechnic was granted full autonomy to conduct all the examinations including final year and award the Diplomas.

**Soft Skills Training**

We provide for a strong foundation for the all round development of the student. To make the student corporate ready, the first year focuses on laying a foundation on the English Language Skills. The second year focuses on Self management and People Skills which include programmes on Personality Development, Presentation skills, Goal Setting, Confidence building, Conflict Management, Inter-personal Skills, Negotiation Skills, Team building and Decision Making. A pre-placement package in the final year focuses on Interview Skills, Group Discussion, Business Etiquettes and Work Ethics.

The soft skill training is compulsory for all the students and the minimum attendance for soft skills training is 75%, failing which the polytechnic will take appropriate disciplinary measures.

(10) **Administration**

**Principal & Secretary**

Shri U. M. Kantute, M. Tech. (Automobile)

**Controller of Examinations**

Shri S. T. Khelkar, B.E. (Comp.)

**Registrar**

Mrs. P. S. Khire, M.Com. (Business Administration), MBA

**System Analyst**

Ms. Anuja D. Jadhav, B.E. (Comp.), MIM

(11) **Faculty**

☛ **Civil Engineering Department**

**Head**

Shri V. B. Vanvari, M.E. (Civil), M.I.E., Member ISTE, ASCE, ICI.

**Lecturers**

Shri A. K. Singh, B.E. (Civil)

Shri K. P. Jayateertha, B.E. (Civil)

Shri S. N. Ranshur, M.E. (Civil)  
Ms. Y. K. Soni, M.Tech. (Civil)  
Mrs. S. P. Patil, M.E. (Civil)  
Mrs. Neelam Varpe, M.E.(Civil)

☛ **Mechanical Engineering Department**

**Head**

Shri A. K. Chore, B.E. (Prod.), M.E. (Mech.)

**Lecturers**

Shri N. M. Pathak, B.E. (Prod.), M.Tech.(Edu.)

Shri N. M. Patil, B.E. (Mech.)

Shri A. D. Bele, B.E. (Mech.), M.Tech. (Mech.)

Shri R. R. Ambade, B.E. (Mech.), M.E.(Mech.)

Shri G. J. Badwe, B.E. (Mech.), M.E. (Mech.)

Shri P. R. Parate, B.E. (Prod.), M.E. (Prod.)

Shri S. B. Wasnik, B.E. (Mech.), M.E. (Mech.)

Shri G. B. Deshpande, B.E. (Prod.)

Shri A. S. Shukla, B.E. (Prod.)

Shri V. Timbadia, B.E. (Mech)

Shri Pratik Sawant B.E.(Mech.)

☛ **Mechanical Engineering Workshop**

**Workshop Superintendent**

Shri S. C. Kolekar, B.E. (Prod.)

☛ **Electrical Engineering Department**

**Head**

Dr. A. G. Patil, Ph.D. (Tech.), M.S. (E & C)

**Lecturers**

Shri N. D. Adate, B.E. (Elect.), M.Tech.(Elect.)

Shri D. Rajmandai, B.E. (Elect.)

Mrs. A. Kinhekar, B.E. (Elect.), M. Tech. (Elect.)

Ms. Urvi Sawant, B.E. (Elect.)

☛ **Industrial Electronics Department**

**Head**

Mrs. A. A. Kulkarni, B.E. (Eletx.), M.E. (Eletx.)

**Lecturers**

Shri L. B. Deshpande, B.E. (Eletx. & Telecom.), M.E. (Elex. & Tele.)

Shri N. G. Farkade, B.E. (Eletx), M.E. (Eletx)

Shri S. S. Rokade, B.E. (Eletx.), M.E. (Eletx)

Shri Pooja Nikhade, B.E. (Eletx.), M.E. (Eletx. & Tele.)

Shri Prasad Dhuri, B.E.(Eletx.)

Shri B.N. Surve, B.E.(Comp.)

Shri Saurabh Patel, B.E.(Eletx.)

☛ **Plastic Engineering Department**

**Head**

Shri D. M. Karad, B.Sc. (Tech.) (Plastics), M.Sc. (Tech.)

**Lecturer**

Mrs. N. N. Israni, M.Sc., L.P.R.I.

Ms. R. Sawarkar, B.Tech. (Chemical Tech.)

Shri Sachin Kamble, B.E.(Plast.)

Shri Navin Tembhumkar, B.E.(Plast.)

Mrs. Meghana Humbal, B.E.(Polymer)

☛ **Chemical Engineering Department**

**Head**

Shri R. D. Shimpi, B.E. (Chem.), M.Tech. (Chem.)

**Lecturers**

Mrs. Sheela Narendranath, B.Tech. (Chem.)

Shri M. M. Belwalkar, B.Tech. (Petrochemical Engg.), M.Tech. (Chem.)

Shri Nilesh Nagose, M.Tech.(Chem.)

Mrs. Jyoti Sangle, M.Tech.(Chem.)

☛ **Computer Engineering Department**

**Head**

Shri J. S. Kulkarni, B.E. (Comp. Sci. Engg.), M.Tech. (Comp.)

**Lecturers**

Shri A. B. Dongaonkar, B.E. (Electr. & Telecomm.), M.E. (Electr. & Telecomm.)

Mrs. P. S. Arora, M.E. (Electr. & Telecomm.)

Ms. K. B. Kansara, B.E. (Inf. Tech.)

Mrs. Geetha S., B.E. (Computer Sci. Engg.)

Shri S. U. Masurkar, B.E. (Comp. Engg.)

Ms. Rupali Jagtap, B.E. (Comp. Engg.)

Shri Pratik Shah, B.E. (Comp. Engg.)

Ms. Neha More, B.E.(Inf.Tech.)

Ms. Sharayu Kadam, B.E.(Comp.Engg)

Ms. Priti Bokariya, B.E.(Comp.Engg.)

☛ **Information Technology Department**

**Head**

Mrs. N. G. Kadukar, B.E. (Comp. Sci. Engg), M.Tech.

**Lecturer**

Mrs. R. S. Patwardhan, B.E. (Comp. Sci. Engg.)

Mrs. S. A. Naik, M.E. (Comp. Sci. Engg.)

Shri M. R. Solanki, M.E. (Inf. Tech.)

Shri Pankaj Rathod, B.E.(Inf.Tech.)

Ms. Abhilasha Maurya, B.E. (Inf. Tech.)

☛ **Mathematics**

**Lecturer**

Shri A. S. Singh, M.Sc. (Applied Maths)

☛ **Physics**

**Lecturers**

Shri S. S. Salve, M.Sc.

Shri G.S. Waghmare, M.Sc.

☛ **English**

**Lecturer**

Shri B. M. Pande, M.A. (Eng.), MBA

☛ **Chemistry**

**Lecturer**

Mrs. Keerti Bhave, M.Sc., B.Ed.

Mrs. Sneha Suvarna, M.Sc.

☛ **Library**

**I/c. Librarian**

Mr. K.P.Jayteerth, B.E.(Civil)

☛ **Visiting Faculty**

Polytechnic invites experts from industry and **other Institutions as Visiting Faculty** for delivering lectures on specialised topics.

(12) **Fees**

**The fees will be notified on the Polytechnic Notice Board at the time of admission. Refer the booklet on Rules and Procedure for Admission to Full Time Diploma Courses.**

(13) **Direct Admission to Second Year :**

Candidate should be Indian National domiciled in Maharashtra & must have passed:

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

- Candidates with HSC vocational (MCVC) or 10+2 ITI/ITI COE should have passed SSC (10<sup>th</sup> Std) or equivalent examination with subjects English, Mathematics(Code 71) and Science(Code 72).
- Eligibility of the student for the specific branches of Diploma programmes shall be as per MSBTE guidelines.

The candidates are advised to visit the websites [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in) & [www.msbtte.com](http://www.msbtte.com) of DTE and MSBTE respectively.

(14) **Facilities and Amenities**

• **Smt. Dhirajben Dhanjibhai Mehta Book Lending Library**

Under this scheme, certain prescribed text books are lent to the students for a period of one year on nominal hire charges.

• **Tools Bank**

Owing to the munificence of a gentleman it has been possible to establish this Bank. Certain number of poor and deserving students for the first year are given Workshop Tools for use in the workshop.

• **S.B.M. Polytechnic Students Stores**

S.B.M. Polytechnic Students Stores helps students to procure their needs of journals, workshop tools, drawing materials, etc. at reasonable rates in the premises of the polytechnic.

- **Polytechnic Gymkhana**

The Polytechnic makes every effort to provide facilities to its students to develop their athletic, sports and cultural activities. The Polytechnic Gymkhana is looked after by the Gymkhana Committee consisting of representatives from the students and staff with the Principal as its President. The Polytechnic is taking part in Inter Zonal and Inter Diploma Sports held every year for all the Polytechnics of the State. It has given a good account of itself in the sports by winning many prizes and shields.

- **ISTE Chapter**

The ISTE Chapter is constituted for advancement of the technical activities of students, to develop social contacts among themselves and to promote their cultural and intellectual development. The activities of the Chapter include arranging technical lectures, discussion on papers, seminars, technical films and visits to engineering projects and factories. The Fun-Fair Programme is arranged under the auspices of the Students' Chapter with a view to giving an opportunity to parents, guardians and friends of the students to visit the polytechnic, meet the members of the staff and gather first-hand information about the institute.

- **Career Guidance and Counselling**

The Polytechnic organises students' guidance and counselling activity for first and second year students. Each councilor for guidance and counselling.

- **Placement Services**

Various organisations approach the polytechnic for recommendation of candidates for suitable employment. Attempt are made to guide the students and help them in obtaining suitable employment or in bettering their prospects. These activities are coordinated by the Training and Placement Officer.

- **Alumni Association**

Alumni Association of Shri Bhagubhai Mafatlal Polytechnic has been established in May, 1980. Past students of Shri Bhagubhai Mafatlal Polytechnic are requested to send their names and addresses along with course, year of passing and employment particulars to the Principal and enroll themselves as life members. (Website : sbmpaa.org).

(15) **Facilities for PH CANDIDATES**

For Physically Challenged Candidates the facilities like Ramp, Lift and separate Washrooms are available in the college premises.

(16) **Medical Facility**

“Shri Vile Parle Kelavani Mandal” runs a dispensary which operates from 9.00 a.m. to 6.00 p.m. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first-aid and for OPD. This facility is available to all students and staff members of SVKM Institutions.

(17) **Instructions to Students.**

- **Tools, Instruments and other Requisites :**

Each candidate, immediately on admission, must equip himself with the following :—

- a) Drawing instruments and materials.
- b) Workshop Tools.
- c) Apron.

The S.B.M.P. Stores in the Polytechnic usually provides these tools, instruments and other materials of students' needs at reasonable cost. The workshop tool etc. should not be taken out of the **Polytechnic premises without the GATE PASS.**

- **Identity Card**

Each student is required to possess an Identity Card and carry the same while at Institute. In addition, he must submit two copies of his latest passport size photograph to the Library. **The Identity Card is required to be renewed every term. The Identity Card will be signed by the Principal and the student must produce the same as and when asked for.**

**Students will not be admitted to examination if they are not in possession of Identity Card and Hall Ticket.**

- **Railway Concession**

Bonafide students of the Polytechnic are eligible for Railway Concession as per the rules of the Indian Railways. They should contact Office for details in this connection after the payment of fees.

- **Attendance and Sessional Work**

To be eligible for being sent for **the examination, the students should satisfy the following requirement in each subject :**

- (i) He/She must have a **minimum of 75 per cent attendance in each subject for lectures, practicals, drawings and workshop periods**, individually.
- (ii) He/She must complete the term work in the prescribed manner.
- (iii) He/She must not leave a class, workshop, laboratory or drawing hall **without permission, which will entail cancellation of attendance.**
- (iv) Periodical tests are conducted at regular intervals and 20% marks obtained in the tests are carried over to the Final Examination. Students should show good progress in these tests.

**Poor progress at the First Semester may lead to discontinuation of studies.**

Students who do not conform to the above rules will not be granted terms. They will have to register a fresh and repeat all term-work, despite the fact that they might have done part of the work earlier.

- **Visits to Factories and Inplant Training**

Students are required to pay visits to factories and undergo training arranged by the polytechnic as an integral part of the course, which is compulsory. Each student will have to bear his own expenses for the same.

The students along with his parent / guardian, should give to the polytechnic an undertaking in writing for not claiming any compensation from the Polytechnic against any accident and/ or injury sustaining to the student during any of the factory visits and also during inplant Training.

## (18) **Standards of Conduct and Discipline**

- \* Students must be regular and punctual in attendance in classes, tutorial and in submission of Term Work in various subjects. Terms in a subject/s may not be granted and the students may not be sent up for the examination for lack of satisfactory progress, regularity, conduct and attendance. Punishment in the form of FINE will also be imposed.
- \* Students are expected to maintain strict discipline within and outside the class-room, workshop, library, laboratories and to observe the rules prescribed from time to time. They are also expected to show politeness and courtesy of speech as well as observe cleanliness in dress and person. Any reported or observed objectionable conduct within or outside the polytechnic on the part of a student would make him liable for disciplinary action.

- \* Students must use Apron in the Workshop.
- \* Lockers are allotted to the students so that they can keep their Workshop tools, Apron and other instruments. Students are advised not to keep valuable articles, books and other belonging in their lockers. They should put strong and sturdy locks and should operate their individual lockers only.
- \* The students should not take job material, drawing sheets outside the polytechnic **under any circumstances**. The defaulters will be severely punished.
- \* The polytechnic undertake no responsibility in respect of students' tools, drawing, instruments, etc. Students are advised to have their property properly marked with their names, locked up and removed at the end of each year / Semester.
- \* Everything produced in the polytechnic by students using polytechnic materials remains the property of the polytechnic.
- \* Students shall not handle or displaced any of the models, apparatus or books belonging to the polytechnic except with permission of the Principal.
- \* Any student causing damage to models, apparatus, books etc., will be held personally responsible for the same.
- \* Severe penalty will be imposed when a student is found mishandling furniture or equipment or causing damage to the building or property of the polytechnic.
- \* Any student who is persistently insubordinate or repeatedly or wilfully mischievous or is guilty of malpractice in connection with examination or has committed an act of serious indiscipline or misbehaviour or who, in the opinion of the polytechnic, has an adverse influence on his fellow students, may be expelled permanently or removed from the rolls for a specified period by the Principal.
- \* Smoking within the premises of the polytechnic is forbidden.

**The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May, 1999.**

**(1) Commencement**

The Act has come into force with effect from 1st June, 1999.

**(2) Definition**

In this Act, unless the context otherwise requires.

- (a) **“Educational Institution”** means and includes a college or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusive or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto.
- (b) **“Head of the educational Institution”** means the Vice-Chancellor of University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person, responsible for the Management of the educational institution.
- (c) **“Ragging”** means display of disorderly conduct, doing to any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes;
  - i) Teasing, abusing, threatening or playing practical jokes on, causing hurt to, such students, or
  - ii) asking students to do any act or perform something which such student will not, in the ordinary course, willingly do.

**(3) Prohibition of ragging**

Ragging within or outside of any educational institution is prohibited.



(4) **Penalty for ragging**

Whoever directly or indirectly commits, participate in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees (10,000/-).

(5) **Dismissal of student**

Any student convicted of an offence under Section 4 shall be dismissed from the educational institution 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.

(6) **Suspension of students**

- (1) 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 that educational institution shall, without prejudice to the foregoing provision, 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.
- (2) Where, on the enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- (3) The decision of the head of the educational institution that the student has indulged in ragging under Sub-section (1), shall be final.

(7) **Deemed abetment**

If the head of the educational institution fails or neglects to take action in the manner specified in Section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in Section 4.

(8) **Power to make rules**

1. The State Government may, by notification in the Official Gazette, make rules for carrying out all or any of the purposes of this Act.
2. Every rule made under this Act shall be laid as soon as may be, after it is made, before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the Official Gazette, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

**Anti Ragging Squad & Committee**

The names of members of Anti Ragging Squad are displayed at the prominent places in the institute. The students can contact any of the member of squad & report the cases of ragging if any. These cases then will be put up to Anti Ragging Committee for further action.(visit [www.sbmp.ac.in](http://www.sbmp.ac.in))

**THE AFFIDAVITS BY THE STUDENTS & PARENTS/GUARDIAN IN CONNECTION WITH ANTI RAGGING ARE TO BE SUBMITTED COMPULSORILY ALONGWITH THE FORM. THE FORMAT FOR THE SAME ARE ENCLOSED WIDE ANNEXURE – I & ANNEXURE – II (Also available on website [www.sbmp.ac.in](http://www.sbmp.ac.in))**

## (19) General

Students should note that the curricula adopted by this polytechnic are different from those run at other polytechnics. It will not be possible for the students to leave the Institute with an intention of joining another polytechnic after completing a few semester.

Students should note the teaching & examination details thereof on the Polytechnic Website.

As per the directives of AICTE and DTE the Polytechnic has constituted the following committee.

### (1) Grievance Redressal Committee

In order to ensure transparency by technical institution's imparting technical education, in admission and with paramount objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances, the polytechnic has established a mechanism for Grievance Redressal Committee as per AICTE Notification No. 37-3/legal/2012 dated 25/05/2012 (visit [www.sbmp.ac.in](http://www.sbmp.ac.in))

### (2) Internal Complaint Committee

Internal Complaint Committee is established in the Polytechnic in order to avoid any type of harassment of women/girls in the institute and to resolve the grievance by women regarding harassment if any in the institute vide letter No. Est - 2012/L.No.432/Desk 1 dated 10/01/2013 issued by Higher & Tech. Education, Govt. of Maharashtra (visit [www.sbmp.ac.in](http://www.sbmp.ac.in))

## (20) Scholarship and Award

### (A) Instituted by Shri Vile Parle Kelavani Mandal

#### Condition for award

- \* The student must continue in the polytechnic for higher session.
- \* He should pass the examination at first attempt.

#### Scholarships

- \* **“AMRITLAL & COMPANY PRIVATE LIMITED SCHOLARSHIP of RS. 500.**  
For securing highest marks at the Final Year Diploma Examination in Mechanical Engineering
- \* **“CHINMAYA SCHOLARSHIP of RS. 325.**  
For securing highest marks at the First Year Engineering Diploma with First Class.
- \* **“JUHU LIONS INDUSTRIAL ELECTRONICS SCHOLARSHIP” of RS. 500.**  
For standing First in the Fourth Semester Examination of Industrial Electronics.
- \* **“SMT. PRABHAVATI K. NARECHANIA SCHOLARSHIP” of RS. 500.**  
For standing first in Final (Fourth) Year Diploma Examination in Digital Electronics.
- \* **“SMT. JHAVERIBEN GANDHI SCHOLARSHIP” of RS. 500.**  
For standing first on the basis of performance in 5th and 6th Semesters taken together in Digital Electronics Diploma Course Examination.
- \* **“MRS. PRAMILA MOHANLAL BAFNA SCHOLARSHIP” of RS. 750.**  
To a student belonging to a middle income group studying for 4th year of Plastics Engineering Course.
- \* **“MRS. MADANLATA PREMRAJ BAFNA SCHOLARSHIP” of RS. 750.**  
To a student belonging to a middle income group studying for 3rd year of Plastics Engineering Course.
- \* **“PROF. K. S. SAWANT AWARD” of RS. 250.**  
To a student securing highest marks in sum total of First and Second Semesters in the subject of Mathematics of Diploma Courses.

- **Studentship**

- \* **“RAMAN BROTHERS STUDENTSHIP” of RS. 500 each**

To 3 deserving students belonging to middle income group.

- \* **“KAMLESH B. DESAI STUDENTSHIP” of RS. 250.**

To a student belonging to low income group passing Fourth Semester examination in Electrical Engineering.

- \* **“P. Z. PATEL CHARITY TRUST STUDENTSHIP” of RS. 250.**

To 3 deserving students belonging to low income group of any branch of Diploma Course who pass I & II Semester subjects at first attempt and continue study in the polytechnic for III & IV Semester subjects.

- \* **“LATE SHRI JAYESH CHINUBHAI RATILAL SHAH (LODRAWALA) STUDENTSHIP of RS. 250.**

To a student securing highest marks in Second Year (Third & Fourth Semesters taken together) examination in Civil Engineering.

- \* **“LATE SHRI JAYESH CHINUBHAI RATILAL SHAH (LODRAWALA) STUDENTSHIP of Rs. 250.**

To a student securing highest marks in Second Year (Third & Fourth Semesters taken together) examination in Mechanical Engineering.

- **Prizes**

- \* **“RATILAL RANCHHODDAS GORADIA SMARAK PRIZE” of RS. 250.**

For securing highest marks in Engineering Drawing at the Third & Fourth Semester Examinations in Mechanical / Electrical Engineering.

- \* **“NAVIN CHUNILAL SANGHVI SMARAK PRIZE” of RS. 250.**

For securing highest marks in “Design Practice of R.C.C. Structure at Fifth Semester Examination and “Design Practice for Steel Structure” at Seventh Semester Examination in Civil Engineering.

- \* **“P. N. & R. N. VISRODIA PRIZE” of RS. 250.**

For securing highest marks in ‘Civil Engineering Drawing’ at the Fourth Semester Examination.

- \* **“JAMNABAI NARSEE PRIZE” of RS. 250.**

For securing highest marks in ‘Engineering Drawings’ at the First and Second Semester Examination.

- \* **“SURAJBA TRUST PRIZE” of RS. 250.**

For securing (in the aggregate) highest marks in the Fifth and Sixth Semester Examinations in Mechanical Engineering.

- \* **“SHRI BHAIKANT DHARSIBHAI BHUTA PRIZE” of RS. 250.**

For standing first (Performance in Vth and VIth Semester taken together) in Electrical Engineering.

- \* **“SHRI BHAIKANT DHARSIBHAI BHUTA PRIZE” of RS. 250.**

For standing first (Performance in Vth and VIth Semester taken together) in Industrial Electronics.

- \* **“SHRI PURUSOTTAMDAS PARMANANDDAS SHETH PRIZE” of RS. 500.**

For standing first in the final examination in Plastics Engineering Diploma Course.

- \* **“SHRI CHHOTABHAI B. PATEL PRIZE” of RS. 250.**

For standing first (Performance in Vth & VIth Semesters taken together) in Plastics Engineering.

- \* **“SHRI DAHYABHAI M. PRIZE” of RS. 250.**  
For standing first (Performance in Vth & VIth Semesters taken together) in Chemical Engineering.
- \* **“SHRI BHARAT B. PATEL PRIZE” of RS. 250.**  
For standing first (considering IIIrd Year performance) in Mechanical Engineering.
- \* **“SHRI RAKESH B. ENGINEER PRIZE” of RS. 250.**  
For standing first (considering IIIrd Year performance) in Civil Engineering.
- \* **“SHRI VISHWAMBHARLAL PRABHUDAYAL KETAN PRIZE” of RS. 250.**  
For overall excellent performance amongst the students in the final year Diploma examination in all the disciplines.
- \* **“MOHANLAL FUTARMAL BAFNA PRIZE” of RS. 1,000.**  
For standing first in the Final Year i.e. 7th and 8th Semesters together of Plastic Engineering Course.
- \* **“MOHANLAL FUTARMAL BAFNA PRIZE” of RS. 750.**  
For standing second in the Final Year i.e. 7th and 8th Semesters together of Plastic Engineering Course.
- \* **“PREMRAJ FUTARMAL BAFNA PRIZE” of RS. 1,000.**  
For standing first in the 3rd Year i.e. 5th and 6th Semesters together of Plastic Engineering Course.
- \* **“PREMRAJ FUTARMAL BAFNA PRIZE” of RS. 750.**  
For standing second in the 3rd Year i.e. 5th and 6th Semesters together of Plastic Engineering Course.
- \* **“TULSIDAS SHANGHVI PRIZE” of RS. 500.**  
For the student standing first in the Final Year (Semester VI and VII taken together) Diploma Examination in Industrial Electronics.
- \* **“DR. HARISH T. DHUTIA PRIZE” of RS. 500.**  
To a student who is elected as General Secretary and carries out duties and responsibilities successfully.
- \* **“SMT. ANJANABEN B. KAPADIA PRIZE” of RS. 1000.**  
To be awarded to a deserving student of Mechanical Engineering Diploma Course who comes from a low income Group.
- \* **“MOHAN PATEL GOLDEN ANNIVERSARY PRIZE” of RS. 500.**  
To be awarded to students standing First in the 7th Semesters in each Discipline.  
Besides, Scholarships and Prizes are distributed from other Trust annually on the basis of commitments.

### **Shields and Trophies**

- \* **SHRI KHUSHAL KHENGAR TROPHY**  
For the Best Sportsman of the year.
- \* **SHRI TAPIDAS KARSANDAS SHANGHVI TROPHY**  
For the Best Cricketer of the year.
- \* **SHRI B. G. BHATT TROPHY**  
For the student standing first at the Final Year Diploma Examination in Civil Engineering.

- \* **SHRI RAVI MARBLE CORPORATION TROPHY**  
For the Best Division.
- \* **SHRI MANIBHAI DESAI TROPHY**  
For the Best Student (Character and Efficiency)
- \* **SHRI AMRUTLAL BHURABHAI PANDYA TROPHY**  
For the Best Debater
- \* **SHRI MANEKLAL KESHAVLAL TROPHY**  
For the Best Class Representative.
- \* **SHRIMATI DHIRAJBEN DHANJIBHAI MEHTA TROPHY**  
For the First Student of the Final Year Diploma Examination (DEC/DME/DEE)
- \* **SHRI ANANTRAI JADAVJI SOPARIWALA TROPHY**  
For the Best Student in Dramatics.
- \* **SHRI WAMAN NARAYAN DHARAP TROPHY**  
For the Student securing highest number of marks in the subject of 'Electronic Devices & Circuit-I' in Third Semester Examination in Industrial Electronics/Digital Electronics.
- \* **SHRI BHAGUBHAI MAFATLAL POLYTECHNIC TROPHY**  
For Inter-Class Cricket Tournament in memory of late Prof. P. W. Dharap,  
Founder Principal - 1963-72.
- \* **SVKM AWARD OF RS. 5000/-**  
For Standing first at the final year examination (5th & 6th sem) of Diploma in Computer Engineering
- \* **SHRI MANUBHAI SANGHVI AWARD OF RS. 6000/-**  
For Standing first at the final year examination (5th & 6th sem) of Diploma in Information Technology

# **RULES AND PROCEDURE**

## **for Admission to Full Time Diploma Courses**

### **1. Introduction.-**

In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the **First and Direct Second Year of Full Time Professional Diploma Technical Courses (Engineering and Technology, Pharmacy and Hotel Management and Catering Technology)**. These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission to the Full Time Professional Diploma Technical Courses) Rules, 2016. This brochure gives information regarding the eligibility and rules of admission for these courses to first year and Direct Second Year of various professional Diploma Technical courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, Distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admission in Institutional Quota and vacant seats after CAP, super numeracy seats, refund of fees, etc.

These rules are also applicable for admissions in Government and Government aided professional educational institutions vide Government Resolution of Higher and Technical Education Department No. TEM-2016/CR 536/TE-4, dated 15<sup>th</sup> March, 2016.

### **2. Definitions.-**

- (a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act XXVIII of 2015);
- (b) "Admission Reporting Centre" means a centre where the Candidate shall report for confirmation of admission by submission of documents and payment of fees;
- (c) "Application Form" means prescribed form filled up online by the Candidate for admission;
- (d) "Autonomous Institution" means the institution to which autonomy is granted by the Maharashtra State Board of Technical Education and Government of Maharashtra;
- (e) "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (f) "Competent Authority" means the commissioner of state CET appointed by the Government under section 10, for admissions through CAP into private professional Educational institutions.
- (g) "Courses" means the Diploma Technical Courses in Engineering and Technology, Pharmacy and Hotel Management and Catering Technology;
- (h) "Eligible Candidates" means the candidates who are eligible for different professional courses as notified by the Government, from time to time, under sub-section (1) of section 3 of the Act;
- (i) "Facilitation Centre" means a centre where the facilities like sale of Application kits, filling online Forms, verification of documents and grievances, etc. are provided;
- (j) "Home District" means the revenue district area as specified in rule 4(1);
- (k) "HSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Boards;
- (l) "Institutional Quota" means seats available for admission to the Eligible Candidate at Institution level as declared by the Government or appropriate authority, from time to time;
- (m) "Inter-Se-Merit" means the order of merit in respect of various classes/category of Candidates;
- (n) "ITI" means the Certificate Courses offered by Industrial Training Institution;

- (o) "MSBTE" means Maharashtra State Board of Technical Education established under section 3 of Maharashtra State Board of Technical Education Act, 1997 (Mah. XXXVIII of 1997);
- (p) "Minority Quota" means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs ;
- (q) "Non-Autonomous Institution" means those institutions which are not 'Autonomous Institutions' ;
- (r) "Overseas Citizen of India (OCI)" means a candidate/person registered as an Overseas Citizenship of India as declared by the Central Government under section 7A of the Citizenship Act 1955 and includes Persons of Indian Origin (PIO).

**Explanation:** For the purposes of this clause, all the existing Persons of Indian Origin (PIO) cardholders registered under notification of the Government of India, Ministry of Home Affairs No. F. No. 26011/04/98-F. I dated 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) card holders by virtue of Notification of Government of India,

Ministry of Home Affairs, No. 25024/9/2014-F.I. dated 9th January, 2015 ;

- (s) "OHD" means the area Outside the Home District;
- (t) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (u) "SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Boards;
- (v) "Supernumerary Seats" means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.
- (w) "TFWS" means Tuition Fee Waiver Scheme.

3. **Invitation of Application.**– The Candidates seeking admissions to the professional courses for the seats provided in –

(a) rule 6(1)- **Maharashtra State Candidature Seats**, 6(2) -**Minority Quota Seats** and 6(4)(b) - **Supernumerary Seats for Jammu & Kashmir Migrant Candidature** of these rules shall apply to the Competent Authority for admission through Centralised Admission Process(CAP).

(b) rule 6(3) - Institutional Quota Seats - Candidates having candidature of these rules shall first/initially apply to the Competent Authority, who shall prepare Merit List of all such applicants, to enable the institutions to give admissions to such applicants on the basis of inter-se merit, as specified by the appropriate authority.

(c) rule 6(3) - Institutional Quota Seats and 6(4)(a) Supernumerary Seats for

- **OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries** - For these seats, candidates after applying to the Competent Authority shall thereafter apply to the concerned institution for admission at Institution level and the Institution shall give admission on the basis of inter-se merit in the Merit List prepared by the Competent Authority. It is pre-requisite and mandatory to apply to the Competent Authority to be eligible for admission under this quota. The candidate should submit necessary certificates issued by concerned appropriate authority, along with application in the given proforma.

4. **Candidature Type.-**

**4(1) Maharashtra State Candidature.-** A Candidate can claim only one type of Maharashtra State Candidature Type from A to E.

Type	Eligibility Criterion	Home District
<b>Type-A</b>	<p><b>(a) For First Year Post SSC Diploma Courses:-</b> Candidates passing Std. VIII, IX and SSC from a recognized institution in Maharashtra State.</p> <p><b>(b) For Direct Second Year of Post SSC Diploma Courses:-</b> Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 Years ITI with appropriate specialization from a Recognized Institution in Maharashtra State.</p>	Place of passing of Qualifying Examination falling within the jurisdiction of the respective District area.
<b>Type-B</b>	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective District area.
<b>Type-C</b>	A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.	Place of posting of Father or Mother of Candidate falling within the jurisdiction of the respective District area.
<b>Type-D</b>	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Place of posting of Father or Mother of Candidate or the place of settlement of the Father or Mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective District area.
<b>Type-E</b>	<p><b>(a) For First Year Post SSC Diploma Courses :-</b> Candidate passing Std. VIII, IX and SSC from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p><b>(b) For Direct Second Year of Post SSC Diploma Courses:-</b> Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi or SSC with 2 Years ITI with appropriate specialization from a Recognized Institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p>	Candidate shall be considered for the Outside Home District Seats or State Level Seats.

**4(2) All India Candidature.-**The Candidates having Indian Nationality are eligible under this Category.

**4(3) Minority Candidature.-** The Maharashtra domiciled Candidates belonging to a particular Linguistic



or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

**4(4) NRI Candidature.-** The Candidate who fulfils the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

**4(5) Foreign Student or OCI or PIO Candidature.-** The Foreign Student candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) candidate as defined under clause (q) of rule 2 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category.

**4(6) Jammu and Kashmir Migrant Candidature.-**

- (a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or
- (b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or
- (c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism are eligible under this category.

**5. Sanctioned Intake and Supernumerary Seats for various Courses:-**

**5(1)** The Sanctioned Intake for First Year Diploma Courses and Direct Second Year (Lateral entry) of Diploma Courses shall be as per the approval given by the authority which is competent for giving approval to respective Courses and affiliation given by the MSBTE.

The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority will be treated as authentic for admissions for the year 2016-17. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

For admission to Direct Second Year (Lateral Entry) of Diploma Courses, number of seats available shall be calculated as given in **Schedule -III**.

**5(2)** The supernumerary seats shall be available to the educational institutions as approved by the appropriate authority, from time to time.

**6. Allocation of Seats.-** The percentage of allocation of seats for Maharashtra State candidates in the Home District, Other than Home District and State Level shall be in accordance with the policy of the Government as specified in **Schedule-I** for First Year post SSC Diploma Courses, **Schedule-II** for First Year post HSC Diploma Courses and **Schedule -III** for Direct Second Year of Post SSC Diploma Courses:

**6(1) Maharashtra State Candidature Seats.-** The Candidates having Maharashtra State Candidature as specified in rule 4(1) of these rules, shall be eligible for these seats;

**6(2) Minority Quota Seats.-**The Candidates having Candidature mentioned in rule 4(3) of these rules shall be eligible for these seats as specified in **Schedule-I**, **Schedule-II** and **Schedule-III**. These seats shall be filled in accordance with the provisions of sub-section (2) of section 6, of the Act.

**6(3) Institutional Quota Seats.-** The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions,-

- i. The Candidates having Candidature mentioned in rule 4(1), 4(2), 4(3), 4(4) and 4(6) of these rules shall be eligible for these seats;

- ii. The maximum 5% seats may be filled in from the NRI Candidates, if it is approved by the Appropriate Authority, at the Institution level;
- iii. The seats reserved for this NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature seats:  
Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of *Inter-SeMerit*.

**6(4) Supernumerary seats for,-**

**(a) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries.-**

- i. The Candidates having candidature as given in rule 4(5) of these rules and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats;
- ii. These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Student Candidates;
- iii. These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in rule 10 of these rules.

**(b) Jammu and Kashmir Migrant Candidature,-**

**(These seats are allotted to the Diploma courses except Pharmacy course Reference : 14-48/88-PCI-19689-20343 dt 13.03.2003)**

- i. The Candidates having Candidature as given in rule 4(6) of these rules shall be eligible for these seats;
- ii. The number of seats for this quota shall be as per the policy of the Government;
- iii. These seats shall be filled in by the Competent Authority.

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

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

**1. For Post SSC Diploma Courses:**

Sr. No	Institute Address	For Post SSC Diploma Courses
01	The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai-400056.	All Post SSC Diploma Courses

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

### (c) Tuition Fee Waiver Scheme (TFWS) Seats:

#### (I) Scheme

- i. These seats shall be filled in by the Competent Authority.
- ii. The scheme shall be mandatory for all Technical Institutions offering Diploma programs and lateral entry of these programs that are approved by the All India Council for Technical Education.
- iii. Seats up to maximum 5 percent of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up in respective CAP Round. For calculation of 30%, the Institutional Quota seats retained by institute for the course shall be considered as completely filled.
- iv. The Waiver is limited to the tuition fee as approved by the State Level Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees shall be paid by the beneficiary.
- v. The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- vi. These seats shall be available for admission to First Year of Diploma in Engineering & Technology and Hotel Management & Catering Technology courses.

#### (II) Eligibility

- i. Only Maharashtra State Candidature candidates are eligible for these seats
- ii. Eligible Maharashtra State Candidates having their parent's annual income from all sources less than Rs.6.00 Lakhs shall only be eligible for these seats. The candidate shall submit Income certificate of financial year 2015-16 issued by Appropriate Authority.

#### (III) Admissions Procedure

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

#### (d) Seats for Government of India Nominees:

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

- i. The candidates shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- ii. GoI Nominee candidate shall not report directly to the Institute without collecting admission letter from **Directorate of Technical Education, Maharashtra State, Mumbai-400001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

#### These admissions are subject to the following conditions :-

- i. Candidates nominated by the concerned States shall be admitted only and only if they fulfill the educational qualifications as mentioned in Rule 7. Candidates so admitted will have to obtain eligibility certificate from the Maharashtra State Board of Secondary and Higher Secondary Education.
- ii. GoI nominees belonging to backward class category does not get any exemption in tuition fees.

iii. Candidates admitted under this provision are not allowed to change course or college in subsequent years.

**(e) Seats under centrally sponsored scheme of Ministry of Human Resource Development of Gol for Persons with Disabilities (PWD):**

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

(a) Post SSC Diploma Courses.

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

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

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application and then submit their duly filled separate application forms to the concern institutes as per schedule notified by the institute.

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

Provision of total 15 supernumerary seats shall be allotted to NCC Students in Post SSC Diploma courses. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility criterion mentioned in rule 7. Eligible candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application. Eligibility criteria for NCC candidates is as under.

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

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

**Note:-**

- (i) Candidates seeking admission under over & above under this quota, who has secured admission in any other institute under Normal quota shall produce certificate indicating his/ her original documents are retained with the previous institute.(Proforma N)
- (ii) Candidates seeking admission under NCC quota shall execute their applications such that their applications shall reach to the N.C.C.admission authority as per the schedule notified by the N.C.C. authority
- (iii) Candidates seeking admission under NCC seats after Applying to competent authority by filling online application form shall submit the separate application along with required documents through their respective NCC units wherein these students has been enrolled. The NCC units shall forward applications to Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema, Mumbai400020. for verification and recommendation. Only names of the recommended candidates by the Director of N.C.C., Maharashtra will appear in the Merit List.

**Note : There shall not be any reservation under different categories in an unaided professional Educational Institution, for allocation of seats stated in 6(2), 6(3) and 6(4) above.**

**6(5) D.D. Daruwala Memorial Scholarship Trust Seat :**

One seat for D.D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute. Candidate seeking admission against this seat shall first apply to competent authority by filling online CAP application form and then apply separately to the Principal of the institute.

## 7. Eligibility Criteria:

Course	Eligibility conditions and requirements for admissions
<b>First Year of Post SSC Diploma in Engineering</b>	<p><b>(1) Maharashtra State Candidature Candidate.-</b></p> <ul style="list-style-type: none"> <li>(i) The Candidate should be an Indian National;</li> <li>i. Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.</li> <li>ii. Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science &amp; Technology (code 72 for Maharashtra State Board) are only eligible for admission.</li> </ul> <p><b>(2) All India Candidature Candidates/ Jammu and Kashmir Migrant Candidature Candidates/ Government of India Nominee Candidates.-</b></p> <ul style="list-style-type: none"> <li>i. The Candidate should be an Indian National;</li> <li>ii. Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.</li> <li>iii. Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science &amp; Technology (code 72 for Maharashtra State Board) are only eligible for admission.</li> </ul> <p><b>(3) Minority Candidates.-</b></p> <ul style="list-style-type: none"> <li>i. The Candidate should be an Indian National;</li> <li>ii. Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.</li> <li>iii. Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science &amp; Technology (code 72 for Maharashtra State Board) are only eligible for admission.</li> <li>iv. Candidate must be Maharashtra Domiciled and belonging to particular linguistic or religious minority community (Muslim/ Buddhist/ Christian/ Shikh/ Parsi/ Jain) from within the state and as notified by the Government.</li> </ul> <p><b>(4) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</b></p> <ul style="list-style-type: none"> <li>i. The candidate should have passed the SSC or its equivalent examination with at least 35 % aggregate marks;</li> <li>ii. Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science &amp; Technology (code 72 for Maharashtra State Board) are only eligible for admission.</li> </ul> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Polytechnics /Institutes. The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.</li> <li>2. The eligibility of the candidates passing the SSC (Std. X) equivalent examination from a school/college/Examination Board situated outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their equivalence certificates from Maharashtra State Board of Secondary and Higher Secondary Education at the time of admission. (Refer rule 21(a))</li> </ol>

## Note :

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

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

- I. The candidates who have passed SSC Examination prior to March 2009, the **aggregate marks** shall be grand total of marks obtained by the candidate in any 5 subjects where he/she has scored maximum marks.
- II. The candidates who have passed SSC Examination after March 2009, the **aggregate marks** shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.
- III. Candidates who have passed Maths/Mathematics (Code 71 for Maharashtra State Board candidates) and Science & Technology (Code 72 for Maharashtra State Board candidates) are only eligible for admission.
- IV. In case marks against sports activities are given on the marksheet, these shall be added to the aggregate marks for deciding merit.

### B. For ICSE Candidates-

- a. Student seeking admission on the basis of Group 1 & Group 2 subjects only, the **aggregate marks** shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks.
- b. Student seeking admission on the basis of Group 1, Group 2 & Group 3, **aggregate marks** shall be the grand total of all subjects from all groups.

### C. For CBSE Candidates-

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

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

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

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

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

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

### **(1) Maharashtra State Candidature Candidate and All India Candidature Candidate.-**

- (i) The Candidate should be an Indian National;
- (ii) Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its Equivalent examination or SSC with 2 Years ITI with appropriate specialization from a recognized Institution in Maharashtra State or its Equivalent.

### **(2) Minority Candidates.-**

- (i) The Candidate should be an Indian National;

- (ii) Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its Equivalent examination or SSC with 2 Years ITI with appropriate specialization from a recognized Institution in Maharashtra State or its Equivalent.
- (iii) Candidate must be Maharashtra Domiciled and belonging to particular linguistic or religious minority community (Muslim/ Buddhist/ Christian/ Shikh/ Parsi/ Jain) from within the state and as notified by the Government.

**Note : For Maharashtra State Candidature Candidate, All India Candidature Candidate and Minority Candidates.**

1. Candidate with HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 Years ITI should have passed SSC (10th Standard) examination of Maharashtra State Board of Secondary and Higher Secondary Education with subjects English, Maths/Mathematics (code 71) and Science & Technology (code 72).
2. Eligibility of the Student for the specific branches of Diploma Programs shall be as per MSBTE guidelines prescribed by rule no. 4.

**Eligibility criteria for admission to First Year of Post SSC Diploma Courses for Candidates belonging to Persons with Disability:**

In addition to the basic qualification mentioned above, candidate who is suffering from any one of the following permanent disability is eligible to seek admission against seats reserved for Persons with Disability candidates (i.e. Candidate who is visually impaired (blind) Candidate type- P1, Candidate who is speech & hearing impaired (deaf & dumb) Candidate type- P2, Candidate who has orthopaedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic Candidate type -P3), provided they submit a certificate (Proforma F/F-1) clearly stating that the extent of disability is more than 40% and the disability is of permanent nature.

**8. Reservations:**

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

The seats available over & above sanctioned intake of the institute as prescribed under **Rule-6(4)** do not have any further internal reservation.

**8(1) For First Year of Post SSC Diploma Courses:Provision of 15% seats for candidates passing SSC examination with Technical/ Vocational subjects from SSC Board Maharashtra state:**

1. 15 % of Maharashtra State Candidature seats (M.S. seats) available under Centralized Admission Process as prescribed in Schedule - I shall be reserved for Candidates passing SSC examination with Technical/ Vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.
2. For deciding the merit of such candidates, the marks scored by the candidate in the SSC Examination, without considering the marks scored in the Technical/ vocational subjects, shall be considered.
3. The seats reserved for these candidates shall have further reservation among themselves for the Backward Class category candidates mentioned in these Rules.

**8(2) For First Year of Post SSC Diploma Courses : Reservation for sons / daughters of Defence Service Personnel:**

Five per cent (5%) of Maharashtra State Candidature seats (M.S. seats) available under centralized admission process as prescribed in Schedule - I and Schedule - II in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defence service personnel. These **seats are within the sanctioned intake capacity for the course.**

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

**Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.**

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

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

**Note:**

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

**8(3) For First Year of Post SSC Diploma Courses : Reservations for Persons with Disability Candidates:**

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

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

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

These 3% of Maharashtra State Candidature seats (M.S. seats) available should be offered to eligible Persons with Disability Candidates on the interse merit of respective PH candidates. These seats are allotted in Home District quota for admission to Post SSC Diploma courses and Maharashtra State Candidature seats (M.S. seats) quota for admission to Post HSC Diploma Courses.

**Note:**

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

**8(4) For First Year of Post SSC Diploma Courses and Direct Second Year: Reservation for female candidates:**

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17<sup>th</sup> April, 2000, 30% of Maharashtra State Candidature seats (M.S. seats) available shall be reserved for female candidates in all the courses of the institutions.

This reservation shall be within all categories like Open, SC, ST, VJ/DT (NT-A), NTB, NT-C, NT-D and OBC categories.



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

**8(5) For First Year of Post SSC Diploma Courses : Reservation for the Weaver Community of Solapur District :**

10% seats of the sanctioned intake capacity of the Textile course at Government Polytechnic, Solapur shall be reserved for the weaver communities of Solapur district. These admissions shall be made at the institute level by inter se merit from among the candidates appeared in the General Merit List.

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application form and then apply separately to the concern institutes as per schedule notified by the institute.

**8(6) For First Year of Post SSC Diploma Courses and Direct Second Year : Reservation for Backward Class Candidates:**

All the reservations given below shall be applicable to candidates **belonging to Maharashtra State Candidature only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

Backward class candidates shall have to claim the reservation of seat at the time of submitting online application.

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

Sr. No.	Category of reservation	% of M.S. seat reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism ( SC )	13.0
2.	Schedule Tribes (ST)	7.0
3.	Vimukta Jati (VJ) And De notified Tribes (DT)(NT-A)	3.0
4.	Nomadic Tribes 1 ( NT-B)	2.5
5.	Nomadic Tribes 2 ( NT-C)	3.5
6.	Nomadic Tribes 3 ( NT-D)	2.0
7.	Other Backward classes (OBC)	19.0
	<b>Total</b>	<b>50.0</b>

**Note:**

1. Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
2. The reservation for backward class candidates shall be depending on availability of Maharashtra State Candidature seats (M.S. Seats) in Unaided Minority Institute.
3. Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of Maharashtra State Candidature seats (M.S. seats) available which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under Centralized admission process and total reservation does not exceed 50%.
4. Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.

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

**8(7) For First Year of Post SSC Diploma Courses : Reservation in Government Institutes with Second shift Courses for Religious Minority Students:-**

70 % seats of sanctioned intake of the course for Religious Minority Students belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community and 30% seats of sanctioned intake of the course for general & backward class category candidates are reserved in Second shift Courses for Religious Minority Students in Selected Government polytechnics (For details see Annexure 1). **These seats will be filled through CAP at State Level.**

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

Sr.No	Minority Religious Group	No of Seats
1	Muslim	22
2	Buddhist	14
3	Christian	02
4	Sikh	01
5	Jain	02
6	Parsi	01
<b>Total</b>		<b>42</b>

1. In a particular Minority Religious Group, if sufficient numbers of candidates are not available and available seats could not be filled then in such case vacant seats shall be filled with the candidates from amongst other Minority Religious Groups on the basis of Inter se Merit.
2. As per rule 8(4), if sufficient number of female candidates is not available against the specified reservation, then such seats shall be given to the male candidates from the respective Minority Religious Group.

**9. Distribution of seats available under Centralized Admission Process:**

**(A) For Post SSC Diploma Courses:**

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

Seat allocation	Seats available for admission
District Level 70% seats (HD)	70% of the Maharashtra State Candidature seats (M.S. Seats) available under centralized admission process as mentioned in schedule 1 in all polytechnics (except for the unique courses mentioned in Annexure-2 of these rules) are available for Candidates of Maharashtra State Candidature type A, B, C and D.
State Level 30% seats (OHD)	30% of the Maharashtra State Candidature seats (M.S. Seats) available under centralized admission process as mentioned in schedule 1 in all polytechnics (except for the unique courses mentioned in Annexure-2 of these rules) are exclusively reserved for Maharashtra State candidates passing qualifying examination (SSC). These seats will be filled on the basis of State Level merit list amongst all the applicants who have opted for 30% State Level seats. Seats remaining vacant in 30% quota will be offered in subsequent round of 70% quota.
Unique Courses (specified in Annexure- 2)	All seats are considered as State level (SL) Seats

**District Level 70% Seats:**

1. The eligibility of a candidate for 70% district level seats shall be decided on the basis of type of Maharashtra State candidature of the candidate.
2. In the Government/ Non-Government Aided and Un-aided Polytechnics / Institutions running post SSC Diploma courses in Mumbai and Mumbai Suburban Candidates passing qualifying examination (SSC) from any of the two districts are eligible for 70% district level seats offered by all the two districts. Home District for the candidates applying from above districts seeking admission will be considered under Mumbai district.
3. Admissions to the unique courses in the Polytechnics, as shown in Annexure 2, shall be carried out on the basis of **State level merit**.

**(B) For Direct Second Year of Post SSC Diploma Courses:**

All CAP seats are State Level Seats and admission to these courses shall be carried out on the basis of State Level Merit for Government/ Non-Government Aided/ Un-aided Private professional Educational Institutions excluding Minority institution.

In case of Un-aided Minority Educational Institution minimum 51% of (Lateral Entry Seats + Vacant Seats) will be allotted for the Minority Quota to which institute belongs.

Distribution of seats is as per Schedule III.

Available seats under CAP in each institute shall be distributed as per eligibility criteria mentioned below.

Sr. No	Qualification	% of CAP seats	
		Lateral Entry seats	Vacant seats
1	HSC Science	25%	25%
2	HSC Science with Technical	25%	25%
3	HSC Science with Vocational	25%	25%
4	SSC with 2 years ITI with appropriate specialization	25%	25%

**11. Centralised Admission Process (CAP).-**

**11(1)** The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Non-Government Aided/ Unaided institutions shall admit the candidates allotted through CAP. The stages of CAP shall be as stated below,-

- (a) Display or Publishing of Information Brochure by the Competent Authority. This shall be published on the website of the Competent Authority and the hard copy shall also be provided to candidates at the time of purchasing the Application Kit for Admission.

(b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process.

- (i) For First Year of Post SSC/ Post HSC Diploma Courses in Engineering and Technology and Direct Second Year of Post SSC Diploma Courses in Engineering and Technology: The eligible candidates are required to purchase the Application Kit with Information Brochure from the nearest Facilitation Centre on payment in Cash as given below -

Admission Detail	General Category Candidates, Maharashtra State Candidate and children of Indian Workers in Golf Countries	Reserved Category Candidates from Maharashtra State and Persons with Disability Candidates from Maharashtra	Children of NRI/ OCI/ PIO, Foreign National
First Year of Post SSC Diploma in Engineering and Technology	Rs. 400/-	Rs. 300/-	Rs. 4000/- (Online Payment only)
Direct Second Year of Post SSC Diploma in Engineering and Technology	Rs. 400/-	Rs. 300/-	Rs. 4000/- (Online Payment only)

- (ii) The Application Kit is Non Transferable and amount is Non refundable.
- (iii) The candidate should read the information brochure carefully
- (iv) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
- (v) The list of the Facilitation Centers shall be available on the website. The facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.
- (vi) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet from home, cybercafé.
- (vii) Candidates are required to fill in all the details as per the instructions.
- (viii) After completion of the information and submission of Application Form, the Candidates are required verify the data filled and correct, if required. There after candidate shall take printout of the form and sign on it.
- (ix) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.
- (x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation .

- (c) Confirmation of Online Application Form and Document Verification at Facilitation centre by the Candidate in person;
- (i) The Candidates shall report to any convenient Facilitation centre in person along with duly signed printout of application form filled online and the required original documents for verification.
  - (ii) The Facilitation centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application. The Facilitation center in-charge shall correct the information, if required, and shall take fresh printout of the application form for processing in such case.
  - (iii) The Facilitation centre In-charge shall confirm candidate's Application Form through online system and issue the receipt for Acknowledgement of Application Form.
  - (iv) After confirmation of application form information cannot be changed by candidate.
- (d) Display or Publishing of Provisional merit lists, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;
- (i) Provisional Merit List of eligible candidates will be displayed on the website.
  - (ii) For discrepancy if any, in the provisional merit list, Candidates can submit the grievances in written along with required documents at Facilitation centre where candidate has confirmed application form within the specified grievance period given in the schedule.
  - (iii) No document shall be accepted to substantiate the claim made in application after scheduled dates.
  - (iv) Final merit lists will be displayed on the website.
- NOTE: - The merit list gives relative position of the candidate and it does not guarantee admission to any course.**
- (e) Display of available Category wise Seats (Seat Matrix) for CAP Round I, -  
The competent authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category.
- (f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I - Candidates may fill in **maximum 300 choices** of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through his/her login shall be considered for allotment in CAP Round I, II and III;
- (i) In order to participate in the CAP (subject to fulfillment of the eligibility criterion of respective CAP round), it is mandatory to fill the Online Option Form for CAP Round I.
  - (ii) Candidates will be able to fill in the online option form through their login on website
  - (iii) It is mandatory for all candidates to confirm the online option form by himself/ herself.
  - (iv) The candidate will not be able to change the Options once it is confirmed.
  - (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions given by the others on behalf of the candidate. Hence candidates are instructed to keep

changing the password and keep note of it in secured place.

- (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the course filled by the candidate in block No. 1 will be his/ her first preference (Highest Priority choice).
  - (vii) Option form received through online submission only will be considered valid for further processing
  - (viii) Candidate shall confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password. The candidate can take the printout of the confirmed Option form for his/ her record and future reference
  - (ix) The candidate can fill in minimum 1 and maximum 300 options. The candidate has to fill the institute choice code against the option number in the online option form.
  - (x) The user friendly facilities shall be provided to select the preferences.
- (g) Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
- (h) Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre(ARC).
- (i) Display of available category wise seats (seats matrix) for CAP Round II.
- (j) Display of Provisional Allotment of CAP Round II indicating allotted institute and Course.
- (k) Reporting and accepting the offered seat will be as per the allotment of the CAP Round II by the Candidate at Admission Reporting Centre.
- (l) Display of available category wise seats (seats matrix) for CAP Round III.
- (m) Display of Provisional Allotment of CAP Round III indicating allotted institute and Course.
- (n) Reporting and accepting the offered seat as per the allotment of the CAP Round III, by the Candidate at Admission Reporting Centre.
- 11(2)** During the CAP, before accepting the allotted seat in Round I, II and III, a Candidate can opt to 'Freeze', 'Slide' or 'Float' choice for subsequent round(s), if any, of seat allocation, as provided below,-
- (a) **Freeze:** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission;
  - (b) **Slide:** Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;
  - (c) **Float:** Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such Candidates will be considered in subsequent rounds of admission;

- (d) Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through his/her login.
- (e) If candidate get better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through his/her login, otherwise earlier option will be carried forward.
- (f) For Candidate who chooses the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round;
- (g) Sliding and Floating options will not be available to a Candidate who is offered admission to his/her first choice.
- (h) If the candidate fails to accept the allotted seat in Round I by not reporting at Admission Reporting Centre (ARC) in scheduled time and not paying seat acceptance fee at Admission Reporting Centre, then such candidate shall not be eligible for CAP Round II and / or III. However such candidates are eligible to participate in CAP Round IV. (Seat acceptance fee shall be Rupees 3000/- for General Category, VJ/DT, NT, SBC/OBC category and Rupees 1000/- for SC, ST category candidates.)

### **11(3) Conduct of CAP Round-IV.-**

- (a) The seats available for this round shall be published on the website. The Candidates are allowed to fill in or edit the already filled online option Form. The seats to be allotted during the course of this round shall be subject to following conditions,-
  - (i) Before start of this round, the Candidates can change their option from Sliding or Floating to Freezing or vice-versa.
    - (ii) Candidates who have not been allotted any seat in any of the previous rounds or those who have taken and cancelled their admission in the earlier rounds or rejected the offered seat by not reporting to Admission Reporting Centre and those who are desirous of Floating and Sliding in this final round are eligible to participate in this round.
    - (iii) Candidates who have opted for Floating and Sliding and also applying for this round shall fill in the allotted institution in their choice list. Once the upward allotment is made the earlier allotment automatically stands cancelled.
    - (iv) Sliding and Floating options are not available for the seats allotted in this round as it is final CAP Round.
- (b) Reporting and accepting the offered seat will be as per the allotment of the CAP Round IV by the Candidate at Admission Reporting Centre.

**11(4) Reporting and confirming the admission.-**After final CAP Round, the Candidate shall report to the institution allotted to him/her and confirm his/her admission in institution.

(a) Fees and Concessions:

**(i) Fees Prescribed for Government and  
Non-Government Aided Institutes:**

Fee structure for the academic year 2016-17 shall be as follows.

**FEES : Aided Course**

a) Tuition Fees (per year)	Rs.	6,000.00
b) Other Fees (per year)		
i) Gymkhana, identity Card & Library Ticket, Magazine, etc.	Rs.	200.00
ii) Library Fees	Rs.	100.00
iii) Internet and E-mail facility	Rs.	150.00
iv) Annual Social Gathering, etc.	Rs.	100.00
v) ISTE chapter membership	Rs.	50.00
Total	Rs.	600.00
c) Development Fees	Rs.	1,000.00
d) Examination Fees (per year)	Rs.	1,200.00
e) Deposits		
i) Library caution money	Rs.	200.00
ii) S.B.M.P.'s student's Store	Rs.	10.00
TOTAL	Rs.	210.00

Grant TOTAL (a+b+c+d+e) – Rs.9,010/- on admission  
(Demand draft in favour of SVKM's Shri Bhagubhai Mafatlal Polytechnic)



**FEES : Un- Aided Course \*[ For Computer Engineering and Information Technology only]**

a) Tuition Fees (per year)	Rs.	92,727.00
b) Other Fees (per year)		
i) Gymkhana, identity Card & Library Ticket, Magazine, etc.	Rs.	200.00
ii) Library Fees	Rs.	100.00
iii) Internet and E-mail facility	Rs.	150.00
iv) Annual Social Gathering, etc.	Rs.	100.00
v) ISTE chapter membership	Rs.	50.00
	<b>Total</b>	<b>Rs. 600.00</b>
c) Development Fees	Rs.	9,273.00
d) Examination Fees (per year)	Rs.	1200.00
e) Deposits		
i) Library caution money	Rs.	200.00
ii) S.B.M.P.'s student's Store	Rs.	10.00
	<b>TOTAL</b>	<b>Rs. 210.00</b>

**Grant TOTAL (a+b+c+d+e) – Rs.1,04,010/- on admission  
(Demand draft in favour of SVKM's Shri Bhagubhai Mafatlal Polytechnic)**

\* Last years fees as decided by the Shikshan Shulka Samiti, subject to the revision/decision by the Shikshan Shulka Samiti for the current year.

**FEES for Un- Aided Course i.e.  
(I) Civil Engineering (II)Electrical Engineering and  
(III) Industrial Electronics will be intimated later**

**Important Notes:**

- 1. No tuition fee for SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates and for candidates admitted under TFWS.**
2. In case the Government revises the fees for the Government institutes for the year 2016-17, then the admitted candidates will be required to pay the difference in fees as per the Government order.

**(ii) For Un-aided Private Institutes:**

**(a) For Open Category candidates:**

The interim fee structure for unaided private institutes shall be as approved by the Fee Regulating Authority under the Act. The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

**(b) Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only):**

For SC/ST/VJ/DT/NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates, The scheme/mode of concessions, scheme of loan scholarship (if any) in tuition & other fees for eligible candidates, will be announced by the Central /State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to time, subject to fulfillment of various norms and conditions laid down by these Departments.

Candidates claiming fee concessions under various categories shall produce the requisite certificates as may be specified by the respective Government Departments.

**(c) For NRI/OCI / PIO / Foreign Students / Children of Indian Workers in the Gulf Countries**

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

**(d) Fees for J&K Migrant Candidates and Gol nominees:**

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

**Note:**

1. If the concerned Social Justice/Tribal welfare authority denies the claim or backward class category candidate fails to substantiate claim for fees reimbursement with documents in respect of his/her category, then it will be the responsibility of the candidate to pay the prescribed fees to the admitted Institute.
2. If candidate seeks admission to Post SSC Diploma Course after his/her XIth and/or XIIth standard Pass/Fail and availed the fee concessions shall pay full tuition, development & other fees for equivalent number of years.
3. Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2017. The candidates not having validity of Non-creamy layer up to 31<sup>st</sup> March 2017 may submit the Non-creamy Layer certificate issued in the previous academic year having validity up to the cut off date of the current admission process, subjected to the condition that the candidate will have to submit the revised validity up to 31<sup>st</sup> March 2017 within a period of one month from the date of his / her admission in the institute, failing which the candidates admission in the institute stands cancelled on its own.
4. Hostel Fees in case of candidates opting for hostel accommodation, Insurance and any other fees as applicable to respective institute shall be charged at institute level from the candidates.
5. Changes if any in the fees will be notified later and will be binding on the candidates.
6. The admission shall be confirmed only after payment of fees as indicated above.

**(c) Caution Money Deposits:**

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

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

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

**OR**

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

**12. CAP allotment stages and process of allotment.**-Allotment of seats under CAP shall be made in the following manner,-

**12(1) Maharashtra State Candidature Candidate.**-The stages of computerised allotment are as follows,-

**Stage - I: For all the Candidates.-**

- (a) All the Candidates (Technical, Non-Technical, Open, Reserved, Male, Female) belonging to various categories shall be considered for allotment as per their *Inter-Se-Merit*.
- (b) The Minority seats shall be allotted to the Candidates of the State belonging to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their *Inter-Se-Merit*, if the seats reserved for them are not available at their merit.
- (c) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.
- (d) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
- (e) Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
- (f) Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit;
- (g) For the Candidates with Technical or Vocational subjects in qualifying examination , the seat availability shall be checked in the following order,-
  - (i) Seats for Technical Candidates in Open Category;
  - (ii) Seats for Technical Candidates in respective reserved Category;
  - (iii) Seats for general Candidates (for both Technical and Non-technical) in Open Category;
  - (iv) Seats for general Candidates (for both Technical and Non-Technical) in the respective reserved Category.

**Stage – II: For Allotment of seats reserved for Female to Male Candidates.**-If the seat remains vacant after allotment to Female Candidates of the Backward Class Category or Open Category, such seat shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

**Stage –III: For SBC Category Candidates.**-If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

**Stage –IV: For respective groups of Backward Class Category Candidates.**-If the seat remains vacant in the respective group of following Categories, such seat shall be considered for allotment to the Candidates of within the respective 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 Jatis/De- Notified Tribes (VJ/DT) NT(A), (ii)Nomadic Tribes 1 (NT-B).

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

**Explanation.**- For Group 1, if the seat remains vacant in ST Category due to nonavailability of its Candidates, such seat shall be considered for allotment to the Candidate belonging to the SC Category or vice versa.

**Stage-V: For all Backward Class Category Candidates.**-If the seat reserved for Backward Class Category Candidate remains vacant, such seat shall be considered for allotment to the Candidate of any Backward Class Category.

**Stage –VI: For Persons with Disability Candidates.**-If the seat reserved for Persons with Disability remains vacant, such seat shall be considered for allotment to any Persons with Disability Candidates.

**Stage –VII: For all Candidates (without HD and OHD Seat Tag).**-If the seat remains vacant after completion of Stage –VI, then for allotment of such vacant seat Stage-I, Stage-II, Stage-IV, Stage-V and Stage VI shall be executed by removing the HD and OHD Seat Tag.

**Stage –VIII: For all Candidates (without any type of Reservation).**-The seats shall be considered for allotment to all the Candidates based on *Inter-Se-Merit*.

**12(2)** For seats reserved for Female Candidate, the procedure for reservation as given in Government Circular of General Administration Department No. RSV 1012/CN-16/12/16A Dated 13th August 2014 shall be adopted.

### **13. Allotment of seats by CAP Round I, II, III and IV.-**

- (a) CAP Round I, II, III and IV shall be conducted by computerised allotment.
- (b) In CAP Round I, II and III, the Stage I to Stage III of rule 12 of these rules shall be executed.
- (c) If the seat remains vacant due to non-allotment and non-reporting, such seat will be considered for allotment in subsequent round.
- (d) For the CAP Round-IV, the Stage-I to Stage-VIII of rule 12 of these rules shall be executed.

### **14. General provisions.-**

- (a) Allotment in CAP Round-I, II, III and IV of Home District Seats, Other than Home District seats and State Level seats will be carried out as per *Inter-SeMerit* of Candidates having Maharashtra State Candidature. Seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Round-I, II, III and IV.

- (b) All Candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage.
- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time.
- (d) There shall not be any reservation under different categories in an Unaided Professional Educational Institution, for allocation of seats stated in rule 6(2), 6(3) and 6(4);
- (e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment in all stages.
- (f) 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.
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- (h) During CAP Round I, II and III, stage I and II will be repeated after stage III for betterment to all the Candidates due to allotment to SBC Candidates in stage – III.
- (i) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates.
- (j) A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter”. At the time of seat acceptance Candidate has to pay a demand draft in favour of Competent Authority at an Admission Reporting Centre. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance.
- (k) The Seat Acceptance Fee shall be Rs. 3,000/- for Candidates of General Category, VJ/DT, NT, SBC/OBC Category and Rs.1,000/- for SC, ST Category Candidates. The candidate has to pay the Seat Acceptance Fee during first reporting only. This fee shall be transferred to the institution after deducting Rs. 1,000/- towards processing fee, if the Candidate reports to the institution after completion of CAP process which shall be adjusted towards fees to be paid by the Candidate to the institution. The candidate should opt ‘Freeze’, ‘Slide’ or ‘Float’ through Login only and submit the duly signed printout to the Reporting Officer. The Officer shall issue the acknowledgement of the Reporting. The candidate can change the options as ‘Freeze’, ‘Slide’ or ‘Float’ whenever there is change in the allotted institute and course, however if the candidate do not wish to change the option, previous option shall be carried forward for CAP Round II and/ or III.
- (l) For cancellation of admission before reporting to the institution, the candidate shall apply to the Reporting Centre to which he has paid Seat Acceptance Fee. On cancellation of such admission through Online System before reporting to the institution, the amount shall be refunded after deduction of Rs. 1,000/- towards processing charges. Candidates of General Category shall pay Demand Draft of Rs. 1000/- and shall get the Demand Draft of Rs. 3000/- back.
- (m) The Seat Acceptance Fee is to be paid by **Demand Draft** in favour of **‘Commissioner, State CET Cell, Maharashtra State’ payable at ‘Mumbai’.**
- (n) Failure to report in person for seat acceptance will be considered as if the Candidate has rejected the offer.
- (o) Allotted Seat will be cancelled if, at any time, any of the documents or certificates is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.
- (p) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the reporting centre. Candidates who reject allocated seat cannot participate in CAP Round II and / or III.

**15. Admissions in Institutional Quota and vacant seats after CAP.**-The Director or Principal of the institution shall carry out the admissions for these seats in the following manner.-

- (a) Admissions shall be made in a transparent manner and strictly as per the *Inter-Se-Merit* of the Candidates who have applied to the institution.
- (b) Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.
- (c) Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement in at least two leading newspapers and on the website of the institution.
- (d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in rule 3(b).
- (e) The institution, as specified by the appropriate authority, shall fill the seats in the NRI Quota, based on the Merit list prepared and published by the Competent Authority.
- (f) The institution may give admission to the applicants on the basis of their inter-se merit derived from Merit list declared by the Competent Authority for filling the seats in the Institutional Quota, excluding the NRI seats. Provided that, where the appropriate authority specifies that such admissions shall be based on the basis of CET, in that case the Institutional quota, excluding NRI seats, shall be filled on the basis of Inter-Se-Merit prepared by following the procedure specified in rule 10(4) of these rules.
- (g) The institution shall prepare and display the Inter-Se merit lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (h) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of each CAP Round and the same shall be allotted as per the rules of CAP.
- (i) All the admissions and cancellations shall be updated immediately through online system.
- (j) If any CAP seat becomes vacant after the CAP Rounds then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicant.

**16. Institution Level Round.-**

If the seats remain vacant after all CAP Rounds, the said seats shall be filled in by the institution through Institution Level Round with the prior approval of the Competent Authority.

**17. Reporting at institutes:**

- i. Candidates shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to the respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

**18. Approval of Merit List and the Admitted Candidates List.-**

**18(1)** After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission- approval proposal to the Director Technical Education and the Admission Regulating Authority in accordance with the subsection (5) of the section 9 of the Act.

**18(2)** The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc as well as the required documents of the Candidates admitted at institution level.

**19. Refund of fees after cancellation of admission by Institutions.-**

- (a) The Candidate shall apply online for cancellation and submit signed copy of system generated Application for cancellation of admission to the institution.
- (b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.
- (c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs. 1000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.
- (d) If the admission is cancelled after the cut-off date of admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit.

**20. Documents to be attached along with “Application Form for Centralized Admission Process”.-**

The candidates are required to carry **ALL Original Certificates/Documents** in support of their claim at the time of filling up of Application Form for Admission for the scrutiny and verification at Facilitation . The candidates are required scan the document in .jpg or .gif format ( minimum 300 dpi resolution, file size upto 2 MB) upload the the scanned copies of the documents at the time of filling up Application Form for Admission. The Facilitation Center shall assist the candidate, free of cost, to scan and upload the documents.

**20(1) For First Year of Post SSC Diploma Courses:**

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, VIII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet. School leaving certificate after passing SSC (Std. X), HSC/ HSC Vocational mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable.
2.	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3.	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
4.	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. or Undertaking along with documentary evidences from the retired employee stating the place of settlement.

5.	Type - E Candidates Maharashtra Karnataka disputed border area candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate stating that candidates belongs to disputed border area in proforma-G1. Certificate stating that mother tongue of the candidate is marathi in proforma-G2. (List of villages in Maharashtra Karnataka disputed border area is available on website.)
6.	Backward class Candidates belonging to SC / ST	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate
7.	Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D)/OBC/ / SBC categories	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate, Non creamy layer certificate valid up to 31 <sup>st</sup> March 2017
8.	Ex-servicemen (Def1)/ Active Defence servicemen (Def2)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C. Domicile certificate of father/mother who is an Ex service/ active defence personnel is domiciled in the state of Maharashtra.
9.	Active Defence servicemen (Non Domiciled) (Def3)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C and D/E. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
10.	Persons with Disability Candidates(P1/P2/P3)	In addition to the documents mentioned in Sr. No. 1 above, Certificate in the proforma–F/F-1 .
11.	Jammu & Kashmir Migrant candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate of posting in case of defence and Government Servants in proforma – J
	(J1/J2/J3)	Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L
12.	Foreign Students/ NRI Children	Equivalence certificate from MSBSE And Certificate / Proof of Foreign Student/Proof of NRI Children.
13.	Persons of Indian Origin	Equivalence certificate from MSBSE Proof of Persons of Indian origin status.
14.	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSE Proof of Person having Workers in Gulf Countries/NRI status.
15.	NCC	In addition to the documents mentioned in Sr. No. 1 above, Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. 'A' certificate.



16	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Religion or leaving certificate showing that candidate belongs to any one of the Muslim, Buddhist, Christian, Shikh, Parsi or Jain community. Domicile Certificate of candidate.
17	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2015-16 issued by competent authority stating that candidate's parents annual income from all sources is less than Rs.6 Lakhs.

**20(2) For Direct Second year of Post SSC Diploma Courses:**

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1	All Candidates	Indian Nationality Certificate*, SSC Mark sheet, HSC Science/ HSC Science with Vocational/HSC Science with Technical/ITI (2 year duration) Mark sheet, Leaving certificate issued by last institute.
2	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Govt / Govt. of India undertaking employee is presently posted in Maharashtra.
4	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Govt / Maharashtra State Government undertaking employee.
5	Backward class candidates belonging to SC / ST categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate issued by Executive Magistrate / Sub Divisional Officer.
6	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC/ SBC categories.	In addition to the documents mentioned in Sr. No. 1 above, 1. Caste certificate issued by Executive Magistrate / Sub Divisional Officer 2. Non creamy layer certificate issued by the competent authority valid up to 31st March 2017
7	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Religion or leaving certificate showing that candidate belongs to any one of the Muslim, Buddhist, Christian, Shikh, Parsi or Jain community. Domicile Certificate of candidate.

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

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

**\*\* Domicile certificate:**

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

**(d) 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.

**(e) Caste validity Certificate:**

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

**21. Miscellaneous provisions**

**a) Conduct and Discipline**

- (i) Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- (ii) Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, "Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982" and disqualify him/her for examination.
- (iii) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- (iv) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- (v) Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

**b) Others:**

- (i) The medium of instruction for diploma courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the MSBTE.
- (iii) Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- (iv) The Head of the 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.

**NOTE :**

- a) Having different scheme of teaching and examination i.e. 4 – year Multi Point Entry and Credit System (MPECS) Sandwich Pattern, transfer from S.B.M. Polytechnic to other Polytechnic is normally not possible.
- b) The candidate and parent/guardian is requested to go through the various proformas given in this booklet.
- c) **All candidates and parents are requested to visit [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in) for latest admission rules for admission to post S.S.C. Diploma Courses.**

**Shri Umesh Kantute**  
Principal & Secretary

## Schedule –I

### ( For First Year of Post SSC Diploma Courses)

(See rules 5 and 6)

**A. Allocation of seats within Sanctioned Intake**

Sr. No	Type of Institution	No. of Seats- as % of Sanctioned Intake		
		CAP Seats		Institution Quota (including 5% Quota for NRI, if applicable)
		Maharashtra State (M.S.) Candidates.	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	<b>Home District:</b> Technical 8.4% Non-Technical 47.6% <b>Other than Home District:</b> Technical 3.6% Non-Technical 20.4%	Nil	20%
2	Unaided Minority Educational Institutions	<b>Home District* ( 70% of M.S. Seats<sup>§</sup>)</b> Technical 10.5 % of M.S. Seats <sup>§</sup> Non-Technical 59.5% of M.S. Seats <sup>§</sup> <b>Other than Home District*</b> ( 30% of M.S. Seats <sup>§</sup> ) Technical 4.5% of M. S. Seats <sup>§</sup> Non-Technical 25.5% of M. S. Seats <sup>§</sup>	Minimum 51% <sup>@</sup>	20%

CAP Seats = Sanctioned Intake – Institutional Quota

§ M.S. Seats = CAP Seats - Minority Quota

%- Percentage

\* The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate.

@These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of minority quota to be filled in their institution.

**B. Allocation of Supernumerary Seats,-**

- (1) Jammu and Kashmir Migrant Candidates to be filled by Competent Authority- The number of seats for this quota shall be as per the policy of the Government.
- (2) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time.

## Schedule II (for Direct Second Year of Post SSC Diploma Courses)

(see rule 5 and 6)

The distribution of seats available shall be notified on the website before submission of option Form of Centralised Admission Process.

- (α) Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above the Sanctioned Intake;  
 (β) Seats remaining vacant within Sanctioned Intake (S) : In addition to above, vacant seats (S) in a course,  $S = SI - (\text{Admitted within SI} - C - F + B - L + P)$ , and if  $S > 0$ , may also be available where,

Abbreviation used in calculation	Description
SI	Sanctioned Intake
Admitted within SI	Admitted within Sanctioned Intake
C	No. of cancellations at the first year level
F	No. of students not eligible for admission to second year as per rules of MSBTE
B	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules of MSBTE
L	No. of students who are shifted from the Institution to another Institution and/or from the course to other course within institution for the second year
S	Seats remaining vacant within Sanctioned Intake
P	No. of students who are shifted to the Institution from another Institution and/or to the course from other course within institution for the second year

*Explanation.-1.* While calculating Seats remaining vacant within Sanctioned Intake, Students admitted against any type of supernumerary seat/s shall not be considered

*Explanation.-2.* If the result of the MSBTE or Institution is not declared till the last date of calculation of the vacant seats within SI as per schedule, then the value of B is to be taken as total number of Candidates who belong to earlier batches and appeared for examination during last academic year.

*Explanation.-3.* Transfer to the Course shall be effected only after accommodating repeaters, to such an extent if and only if the  $S > 0$  after declaration of the result.

**Seat Distribution for Direct Second Year**

Sr. No	Type of Institution	No. of Seats with Competent Authority (CAP Seats) as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)	
		General Seats	Minority Quota
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	100% of (Lateral Entry Seats + Vacant Seats)	Nil
2	Unaided Minority Educational Institutions	(Lateral Entry Seats + Vacant Seats)–Minority Quota	Minimum 51% of (Lateral Entry Seats +Vacant Seats)

**Distribution of seats for Admission to Direct Second Year of Post SSC Diploma Courses as per eligibility criteria**

Sr.No	Qualification	General Seats	Minority Quota
1	HSC Science	25%	25%
2	HSC Science with Technical	25%	25%
3	HSC Science with Vocational	25%	25%
4	SSC with 2 years ITI / CoE (Equivalent to 2 years ITI) with appropriate specialization	25%	25%

# PROFORMA – A

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

(For Type – C Candidates)

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

## CERTIFICATE

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

This Organisation / Establishment / Department is under \_\_\_\_\_  
(Department of Central Government / Government of India undertaking)

Shri / Smt. \_\_\_\_\_  
is transferred to \_\_\_\_\_ in Maharashtra State vide  
transfer order No \_\_\_\_\_ Dated \_\_\_\_\_. He / She has joined duty in  
Maharashtra on \_\_\_\_\_ and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter \_\_\_\_\_'s  
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic  
year 2016-17.

Outward No.&Date:

Place :

Seal of the Office

( Signature )

Name & Designation of the  
Head of the office

**Note :** This proforma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

# PROFORMA B-1

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

(For Type D Candidates-)

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

## 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 under \_\_\_\_\_  
Department of Maharashtra State Government / Maharashtra State Government undertaking.

Shri / Smt. \_\_\_\_\_ is transferred to/from  
\_\_\_\_\_ In/out of Maharashtra State  
vide transfer order No \_\_\_\_\_ Dated \_\_\_\_\_

He / She has joined duty in/out of Maharashtra State on \_\_\_\_\_ and is currently working in the same post.  
This certificate is issued for the purpose of his/her son/daughter \_\_\_\_\_'s  
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year  
2016-17.

Outward No.&Date:

Place :

Seal of the Office

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

**Note :** This proforma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

# PROFORMA B-2

(For Type D Candidates)

(For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees)

## UNDERTAKING

This is to undertake that I, \_\_\_\_\_, have retired from the service from the post of \_\_\_\_\_ in \_\_\_\_\_

(Designation) (Name of the Organisation /Establishment / Department)

This Organisation / Establishment / Department is under \_\_\_\_\_

Department of Maharashtra State Government / Maharashtra State Government undertaking.

I have retired on \_\_\_\_\_ and settled in \_\_\_\_\_ taluka \_\_\_\_\_ district \_\_\_\_\_ .

This undertaking is submitted for the purpose of my son/daughter \_\_\_\_\_ 's admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

(Signature)

Place :

Name Date :

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

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).



# PROFORMA – C

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

(For Def-1, Def-2 and Def-3 Candidates)

( For sons and daughters of defense service personnel )

## CERTIFICATE

This is to certify that Shri. / Smt \_\_\_\_\_

(Full Name of the Employee with Rank of the employee )

is / has been a member of Armed forces of India. He / She has put in \_\_\_\_\_ years of service in Indian Army / Indian Navy / Indian Air Force from \_\_\_\_\_ to \_\_\_\_\_. and is currently working / retired from services on \_\_\_\_\_ / permanently disabled since \_\_\_\_\_ / killed in action on \_\_\_\_\_.

This certificate is issued for the purpose of his / her son / daughter \_\_\_\_\_'s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date :

Place :

Seal of the Office

( Signature)

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

### Note:-

1. This certificate is not to be issued for the Civilian Staff working in the Indian Army/Navy/Airforce.
2. For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parent who is in active service or ex-serviceman.**

## Proforma– D

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

(For Def-3 candidates)

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

# CERTIFICATE

This is to certify that Shri / Smt. \_\_\_\_\_ is a member of  
(Full Name of the Employee with Rank of the employee) Armed forces of India, and is  
currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ (Place of posting) in  
Maharashtra State vide transfer order No \_\_\_\_\_ Dated \_\_\_\_\_ He / She has joined duty in  
Maharashtra on \_\_\_\_\_ And is currently working in the same post.

(Date of Joining)

This certificate is issued for the purpose of his / her son / daughter \_\_\_\_\_'s  
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

Place:

Seal of the Office

(Signature)

Name & Designation  
of the Head of the office

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

- 1) Transfer order
- 2) Joining report

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

# PROFORMA – E

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

(For Def-3 candidates)

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

## CERTIFICATE

This is to certify that Shri / Smt. \_\_\_\_\_ is a member of

( Full Name of the Employee with Rank of the employee )

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

Shri / Smt. \_\_\_\_\_ is presently posted at \_\_\_\_\_

(Place of posting)

His / Her previous posting was at \_\_\_\_\_ in Maharashtra State.

He / She has retained family accommodation in \_\_\_\_\_ in Maharashtra State

on account of posting in non-family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter \_\_\_\_\_ 's

admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

Place:

Seal of the Office

(Signature)

Name & Designation  
of the Head of the office

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



2. This condition is progressive/non-progressive/likely to improve/not likely to improve.Re- assessment of this case of not recommended/is recommended after a period of \_\_\_\_\_years\_\_\_\_\_ months\*.

3. **Percentage of disability in his/her case is \_\_\_\_\_ percent.**

4. Shri/Smt./Kum. \_\_\_\_\_meets the following physical requirements for discharge of his/her duties.

- |        |   |        |
|--------|---|--------|
| (i)    | F-can perform work by manipulating with fingers | Yes/No |
| (ii)   | PP-can perform work by pulling and pushing      | Yes/No |
| (iii)  | L-can perform work by lifting                   | Yes/No |
| (iv)   | KC-can perform work by lifting                  | Yes/No |
| (v)    | B-can perform work by bending                   | Yes/No |
| (vi)   | S-can perform work by sitting                   | Yes/No |
| (vii)  | ST-can perform work by standing                 | Yes/No |
| (viii) | W-can perform work by walking                   | Yes/No |
| (ix)   | SE-can perform work by seeing                   | Yes/No |
| (x)    | H-can perform work by hearing/speaking          | Yes/No |
| (xi)   | RW-can perform work by reading and writing      | Yes/No |

(Dr. \_\_\_\_\_ )

Member  
Medical Board

(Dr. \_\_\_\_\_ )

Member  
Medical Board

(Dr. \_\_\_\_\_ )

Member  
Medical Board

Countersigned by the Medical Superintendent/CMO/  
Head of Hospital (with seal)

\*Strike out which is not applicable

# PROFORMA Z

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

**(Applicable for Maharashtra Candidates only)**

This is to certify that Shri. / Ku. \_\_\_\_\_

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

institute \_\_\_\_\_ (Full name of the Institute).

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

Technology for the academic year \_\_\_\_\_.

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

Date:

Place:

Seal of the Office

(Signature)

Name & Designation of the Head of the Institute

# PROFORMA-F-1

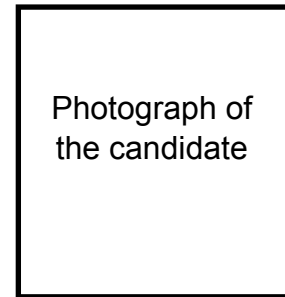
(To be issued on the **Letter Head** of the concerned office)

(For Person with Disability Candidates)

**P3** (Learning Disability) Candidates

## CERTIFICATE

Name :  
Age & Date of Birth :  
Date of Registration : L.D.No.  
Father's Name :  
Std. : School Name :  
Physical & Neurologic Assessment (Date : )  
Psychologic Assessment (Date : )  
WISC ( R ) Verbal IQ : Performance IQ :  
Global IQ :



Interpretation:

Educational Assessment (Date: ) WRAT : R  
S  
A

### Certified that:

1. The percentage of Challenged 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 degree course in Engineering/Technology without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to Diploma course in Engineering/Technology for the year 2016-17.

Recommendations:

(Name and Signature Of Issuing Authority)

Outward No.& Date:

Seal of the Office

## PROFORMA – G1

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

(For Candidates from Maharashtra and Karnataka disputed Border Area)

### CERTIFICATE

This is to certify that Shri / Smt. \_\_\_\_\_ (candidate himself/herself) is a resident of \_\_\_\_\_ Village in \_\_\_\_\_ Taluka \_\_\_\_\_ District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date :

Place :

District Collector/ Deputy Commissioner/  
District Magistrate/Additional District Magistrate/  
Taluka Executive Magistrate

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## PROFORMA – G2

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

(For Candidates from Maharashtra and Karnataka disputed Border Area)

### CERTIFICATE

This is to certify that Mr. /Miss \_\_\_\_\_ is a student of this school / College. He / She has passed SSC/ HSC/ ITI examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed SSC/ HSC examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date :

Place:

Head Master /Principal  
School/ College

Seal of the School / College



# PROFORMA – J

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

( For 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 )

## CERTIFICATE

Ref. No.

Date:

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

This certificate is issued for the purpose of his/her son/daughter \_\_\_\_\_'s  
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date :

Place :

Head of the Office

Seal of the Office

# PROFORMA – K

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

(For Jammu / Kashmir Migrant Candidates)  
(Migrants staying in refugee camps)

## CERTIFICATE

Ref. No.

Date:

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 detail of refugee status is as under.

**Ration card Number:**

**Name of the members on the ration card:**

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

Place:

Name & Signature of Head of the Office  
Migrant/Refugee Camp

Seal of the Office

# PROFORMA – L

(To be issued on the *Letter Head* of the concerned office)  
(For Refugees staying with relatives)

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

## CERTIFICATE

Ref. No.

Date:

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 past \_\_\_\_\_ years.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in  
Engineering and Technology for the academic year 2016-17.

Outward No. & Date :

Collector Place :

Name & Signature of District

Seal of the Office

# PROFORMA - N

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

This is to certify that Shri. / Ku. \_\_\_\_\_

(Full name of the Candidate)

has admitted and studying in this institute \_\_\_\_\_

(Name of the Institute).

in \_\_\_\_\_ Branch. His /her original leaving certificate is retained by this institute.

A copy of leaving certificate is attested by this institute, is enclosed.

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

Date :

Place :

Seal of the Institute/Office  
**(Mandatory)**

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

# PROFORMA – O

(For seats under Minority Quota)

## MINORITY COMMUNITY STUDENT'S SELF DECLARATION

I, \_\_\_\_\_ Son/Daughter/of \_\_\_\_\_

Resident of (full address) \_\_\_\_\_

\_\_\_\_\_ hereby declare that I belong

to the Muslim / Sikh / Christian / Buddhist / Jain / Zoroastrian (Parsi)\* religious minority community

and / or

for deciding my candidature for linguistic minority, my mother tongue is \_\_\_\_\_.

Date: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Place: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

(\*strike out whichever is not applicable)

## PERFORMA-T

**This certificate shall be issued on letter head of institute**

**Ref.No.**

**Date :**

### **NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE**

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

**Seal of institute**

**Principal**

\_\_\_\_\_

**This certificate shall be issued on letter head of institute**

**Ref.No.**

**Date :**

### **NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE**

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

**Seal of institute**

**Principal**

- Format of affidavit to be made by the candidate on a stamp paper of Rs.100/- (Rupees One Hundred only) before a Notary or an Executive Magistrate or a Metropolitan Magistrate.
- To be filled by the candidate **who has completed 18 years of age.**

-----

**AFFIDAVIT**

I, \_\_\_\_\_ An Indian

inhabitant, resident at \_\_\_\_\_

son / daughter of Mr. \_\_\_\_\_

an Indian inhabitant, residing at \_\_\_\_\_

do hereby solemnly affirm and say that I belong to the Gujarati-Speaking Community which is a Linguistic Minority in the State of Maharashtra.

Solemnly affirm at \_\_\_\_\_ this \_\_\_\_\_ day

of \_\_\_\_\_ 201

Identified by

\_\_\_\_\_  
(Signature of the candidate who has completed  
18 years of age)

\_\_\_\_\_

\* Relationship with the Candidate \_\_\_\_\_

**Before me**

\_\_\_\_\_

- Format of affidavit to be made by the candidate on a stamp paper of Rs.100/- (Rupees One Hundred only) before a Notary or an Executive Magistrate or a Metropolitan Magistrate.
- To be filled by father/mother/guardian of the candidate **who has not completed 18 years of age.**

-----

## **AFFIDAVIT**

I, \_\_\_\_\_ An Indian inhabitant, resident at \_\_\_\_\_

Father / mother guardian of Mr./ Miss \_\_\_\_\_ aged \_\_\_\_\_ years and \_\_\_\_\_ months, an Indian inhabitant, residing at \_\_\_\_\_

do hereby solemnly affirm and say that my son / daughter/ ward belong to the Gujarati Speaking Community which is a Linguistic Minority in the State of Maharashtra.

Solemnly affirm at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201

Identified by \_\_\_\_\_

\_\_\_\_\_  
(Signature of the father/mother/ guardian of candidate who has not completed 18 yearsof age)

\* Relationship to the Candidate \_\_\_\_\_

**Before me**

\_\_\_\_\_



# ANNEXURE – I

## AFFIDAVIT BY THE STUDENT

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number)  
s/o – d/o Mr./Mrs./Ms..(full name of parent/guardian)\_\_\_\_\_

1. Having been admitted to \_\_\_\_\_ (name of the Institution) have received a copy of the AICTE regulation on Curbing the menace of Ragging in Higher Educational Institutions, 2009. (hereinafter called the “Regulations”) carefully read and fully understood the Provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, I am aware that my ward’s admission is liable to be cancelled.

Declared \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel./Mobile No. \_\_\_\_\_

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (Place) \_\_\_\_\_ on this \_\_\_\_\_ (day of) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ year after reading the contents of this affidavit.

**OATH COMMISSIONER**

**ANNEXURE – II**  
**AFFIDAVIT BY PARENT / GUARDIAN**

I, Mr. /Mrs./Ms. (full name of parent/guardian) \_\_\_\_\_ father/ mother/guardian  
of \_\_\_\_\_ (full name of student with admission/registration/enrolment number).

1. Having been admitted to \_\_\_\_\_ (name of the Institution) have received a copy of the AICTE regulation on Curbing the menace of Ragging in Higher Educational Institutions, 2009. (hereinafter called the "Regulations") carefully read and fully understood the Provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging, and further affirm that, in case the declaration is found to be untrue, I am aware that my ward's admission is liable to be cancelled.

Declared \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year \_\_\_\_\_

**Signature of Deponent**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel./Mobile No. \_\_\_\_\_

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (Place) \_\_\_\_\_ on this \_\_\_\_\_ (day of) \_\_\_\_\_ (month) \_\_\_\_\_ (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ year after reading the contents of this affidavit.

**OATH COMMISSIONER**

**Shri Vile Parle Kelavani Mandal's  
SHRI BHAGUBHAI MAFATLAL POLYTECHNIC**

**MANAGING COUNCIL  
(2015-2016)**

Representative of  
Shri Vile Parle Kelavani Mandal

Shri Pravin H. Doshi  
Chairman  
Shri Vamanrai V. Parekh  
Shri Bharat M. Sanghvi  
Shri Kirit P. Mehta  
Shri Jagdish Parikh  
Dr. D. J. Shah  
Shri Ramesh Talwar

Representative of Government

Representative of the State Government

Dr. S. K. Mahajan  
I/c. Director of Tech. Education  
Maharashtra State.

Representative of the Maharashtra State  
Board of Technical Education

Dr. Abhay Wagh  
Director  
Maharashtra State Board  
of Technical Education

Representative of Central Government

Shri Sri Ramesh U.  
Regional Officer,  
All India Council for  
Technical Education  
(Western Region)

Representative of the All India Council  
of Technical Education

Shri P. N. Jumle,  
Director,  
Board of Apprenticeship  
Training (W. R.)

Expert Members nominated by the  
State Government / AICTE

Shri P. R. Bapat  
Shri Suneel M. Advani  
Dr. H. J. Nain  
Shri W.J.N. Danait

Ex-Officio Secretary - Principal

Shri U. M. Kantute

**Rs.500**