

## **CLARIFICATION**

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

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

It is therefore made clear that on the aforesaid interpretation and advice given to the State Government, this Brochure will not apply to the admissions to be effected in the academic year 2007-2008 at the Private Management Colleges / Institutions in so far as postgraduate courses are concerned, with the above exception.

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

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

It is hereby clarified that, Association of Management of MBA/MMS Institutes has given in writing to the State Government that, the admission to their institutes be conducted on the basis of CET that is being conducted by the Government of Maharashtra in pursuance of this brochure.

The said Association has also submitted in writing that, their admissions be conducted under the CAP rounds by the State Government. Therefore, admission to these institutes (a list of which is enclosed in the brochure) will be conducted on the basis of MAH-MBA/MMS CET-2007 of the State Government and the CAP of the State Government.

## **GOVERNMENT OF MAHARASHTRA**

**Rules for admission to AICTE recognized first year of two year full time Post Graduate Degree courses in Management namely Master of Business Administration (MBA) / Master of Management Studies (MMS) and Post Graduate Diploma Courses in Business Management (PGDBM) / Business Administration (PGDBA) for the year 2007-2008**

**Ref: Admission-2006/(575/06) T.E.-1 Dated 28 December 2006, issued by Higher & Technical Education Department, Mantralaya Vistar Bhavan, Mumbai- 400 032.**

### **1.0 General:**

The information given herein is applicable for admission to first year of two year full time post graduate degree courses in Management namely Master of Business Administration (MBA) / Master of Management Studies (MMS) and Post Graduate Diploma Courses in Business Management (PGDBM)/Business Administration (PGDBA).

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

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

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

- a) All Government Management Institutes
- b) All University Departments of Management
- c) All University Managed Management Institutes
- d) All Unaided Management Institutes whose Association has given consent to participate in the CAP rounds conducted by the State Government.

The admission to the courses MBA/MMS is centralized and is covered under Centralized Admission Process (CAP) carried by the Competent Authority of the State of Maharashtra.

The admission to the courses PGDBM and PGDBA (Except PGDBM course at Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), Mumbai) is not centralized and is not covered under Centralized Admission Process (CAP) carried by the Competent Authority of the State of Maharashtra. However, the candidates qualifying in the MAH-

MBA/MMS CET-2007 would be eligible for admission to the PGDBM and PGDBA courses in the institutes running AICTE recognized full time PGDBM/PGDBA courses. The GD, PI and admission rounds for the PGDBM and PGDBA courses will be held at the respective institutes.

The Competent Authority of State Government shall carry out admissions to PGDBM course of Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), Mumbai, through the same centralized admission process as that of MBA/MMS course.

### **1.1 Abbreviations used in the brochure:**

AICTE	All India Council for Technical Education
ARC	Application form Receipt Center
CAP	Centralised Allotment Process
CET	Common Entrance Test
DTE	Director of Technical Education, Maharashtra State
GD	Group Discussion
HSC	Higher Secondary School Certificate
MBA	Master of Business Administration
MMS	Master of Management Studies
NRI	Non Resident Indian
OMS	Outside Maharashtra State
PAR	Past Academic Record
PGDBA	Post Graduate Diploma in Business Administration
PGDBM	Post Graduate Diploma in Business Management
PI	Personal Interview
PIO	Persons of Indian Origin
SSC	Secondary School Certificate
SIMSREE	Sydenham Institute of Management Studies & Research and Entrepreneurship Education
WE	Work Experience

### **1.2 Definitions :**

- “State Government” means the Government of Maharashtra.
- “Director” means the Director of Technical Education, Maharashtra state.
- “Competent Authority” means the authority appointed by the State Government to invite applications for Common Entrance Test (CET), conduct the CET, hold Group Discussion

(GD) & Personal Interview (PI), declare results, effect the Centralised Allotment Process (CAP) by implementing these admission rules and also act as an appellate authority for representations if any. All the decisions of the Competent Authority in relation to CAP for admission to first year MBA/MMS shall be final and binding on the candidates participating in the CAP.

- “Representative of Competent Authority” means an officer appointed by the Competent Authority to assist the Competent Authority for the smooth conduct of CET, Group Discussion (GD), Personal Interview (PI) and Centralised Allotment Process (CAP).
- “Government Institute of Management” means institute run by the state Government to offer Post graduate degree programme / course in Management.
- “University Department of Management” means a Department of University which offers post graduate degree programme / course in Management.
- ‘University Managed Management Institute’ means institute run by a particular University which runs Postgraduate degree programme / course in Management.
- “Un-aided Management Institute” means an institute which is run by a private management without the support of any grants from the State or the Central Government.
- “Sanctioned intake” means the number of seats sanctioned for admission to first year of the course as per the State Government resolution with reference to the AICTE’s approval.
- “Inter se merit” means the order of merit as defined by the University area merit list / State level merit list / OMS merit list / J & K Migrants Merit list as the case may be.
- “Candidate” means an applicant who desires to appear for CET, GD and PI with an intention to seek admission to first year of MBA/MMS and PGDBM course (at SIMSREE) for the year 2007-08 or an applicant who desires to appear for CET with an intention to seek admission to first year of PGDBM/PGDBA for the year 2007-08.
- “OMS Candidate” means outside Maharashtra State candidate who is Indian National.
- “Non Resident Indian”: Person who satisfies the definition of the term ‘non-resident’ as defined under section 6 of the Income-tax Act 1961.
- “Ward of NRI”: Candidate who is under the Guardianship of the NRI person.
- “Persons of Indian Origin (PIO)”: Persons who are citizens of other countries (**except Pakistan and Bangladesh**) who at any time held an Indian Passport or who or either of his / her parents or any of his / her grand parents was a citizen of India by virtue of the provisions of the Constitution of India or Sec. 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).
- “Foreign Nationals”: Citizens of all countries other than India who are not of Indian origin as defined under PIO.
- “Foreign Student”: Foreign Student in this context shall be defined as the student who possesses a foreign passport.
- “CET Score”: Total of marks secured by the candidate in MAH–MBA/MMS CET-2007, GD, PI, PAR and WE for seeking admissions to MBA/MMS course and PGDBM course at SIMSREE, whereas marks secured by the candidate in MAH–MBA/MMS CET-2007 for seeking admissions to PGDBM/PGDBA course.

### **1.3 Seats available for allotment through CAP for MBA/MMS courses and PGDBM course at Sydenham Institute of Management Studies & Research and Entrepreneurship Education, Mumbai:**

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

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

\* Exact % will be decided by the Pravesh Niyantaran Samiti, Bandra (E), Mumbai as per the proposals of different institutes. The exact distribution of seats available for allotment shall be notified on the website before submission of option forms of Centralized Admission Process. Refer Annexure-VII for the detailed information of the Institutes. **There shall be no reservation for Backward Class Category Candidates in Unaided Minority Institutes.**

### 1.3.1: Types of Seats under CAP:

- a) **Home University seats:** Certain percentage (Refer rule 4.0) of seats of every institute is reserved for Home University i.e. for the University under the jurisdiction of which that institute is located. Home University seats are available for allotment through CAP for the Maharashtra candidates having their Home University status as of that University.
- b) **State level seats for other University area candidates:** Certain percentage (Refer rule 4.0) of seats of every institute is reserved for Other Universities i.e. for the Universities other than the University under the jurisdiction of which that institute is located. Such seats are called as State level seats for other University area candidates. State level seats of an Institute are available for allotment through CAP for the Maharashtra candidates belonging to Universities in Maharashtra State other than the University under the jurisdiction of which that institute is located. Candidates can opt for the seat of any other University (excluding his / her home university) under this provision of State level seats for other University area candidates.
- c) **Seats for OMS candidates:** These seats are available for allotment through CAP for the Outside Maharashtra State candidates (Refer rule no. 3.2 for determining the status of the candidate as Outside Maharashtra candidate). **Provision of reservation for backward class categories is not available for OMS candidates i.e. these seats are treated as belonging to the "General Category".**

**Note:**

1. Statutory reservations for candidates belonging to backward class categories as per the relevant rules and resolutions of the Government of Maharashtra will be applicable for admissions against the seats available in a) and b) above only to the candidates of backward class categories belonging to Maharashtra State. **There shall be no provision of reservation for Backward Class Category Candidates in Unaided Minority Institutes.**
2. For the Institute, Jankidevi Bajaj Institute of Management, SNDT Women's University, Mumbai two types of seats are available for women candidates i.e. 85% seats of the sanctioned intake are available as State level seats for women candidates of Maharashtra state (including all Universities of Maharashtra State) and 15% seats of the sanctioned intake are available for OMS women candidates.

**Allocation and reservation of seats under these heads for each type of institute is given in detail in rule no. 4.0.**

**1.3.2 Seats for Jammu & Kashmir Migrant Candidates:**

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

- **J-1 Type:** The children of citizens who are displaced from Jammu & Kashmir to any part of India or from unsafe border area of J & K to a relatively safer place in J & K from 1990 onwards due to terrorist activities.
- **J-2 Type :** The children of officers belonging to Indian Administrative services, Indian Police Services, Indian Forest Services and children of the staff belonging to military and paramilitary forces, transferred to Jammu & Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application form and serving there during the Admission Process.
- **J-3 Type:** The children of staff and officers of J&K Police engaged in combating terrorism.

**The J&K Migrant candidates aspiring to seek admission against the seats reserved for J& K migrant candidates should appear for MAH-MBA/MMS-CET 2007 , GD and PI conducted by the Competent Authority of the State of Maharashtra for the year 2007-2008.**

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

**Note:**

1. A candidate reporting late for the counseling round of the admission shall be debarred from attending the admission round. It shall be sole responsibility of the candidate to reach

the venue of the admission on a given time & date. All notifications for the admission will appear on the official website: [www.dte.org.in/mba](http://www.dte.org.in/mba) and candidate has to keep abreast of all notifications and follow instructions given in these notifications. No separate communication with the candidate will be made.

2. J&K Migrant candidates who will be admitted for the MBA/MMS course are required to pay the fees as prescribed by Shikshan Shulka Samiti for respective institutes at the time of confirming their admission at the respective institutes.
3. There shall be no change in the allotment done by the Competent Authority even if candidate of higher merit do not report or take admission in a given institute. Such seats shall remain vacant and will not be allotted to other J & K Migrant candidates. In effect, the allotment once done shall be treated as final and no request for change of allotment shall be considered. There shall be no additional round of allotment for J&K Migrant candidates.

#### 1.4 Seats available for admission with Authorities other than Competent Authority

The type of seats for which the authorities other than the Competent Authority carries out admission are given in the table shown below

Sr. No.	Institute	Admission Authority	Seats for which admission is made by the concerned admission authority		
			Seats within sanctioned intake capacity <sup>##</sup>		Seats over and above the sanctioned intake capacity
			Management seats	Minority Seats	**Seats for PIO / Foreign Nationals / Foreign students / Children of Indian Workers in the Gulf Countries Subject to AICTE approval prior to admissions
1.	All Govt. Institutes/ University Departments/ University Managed institutes	The Director of the Management institute / The Head of the University Department	Nil	Nil	15% seats of the sanctioned intake capacity. 1/3 <sup>rd</sup> of the 15% seats shall be reserved for children of Indian Workers in the Gulf

2.	All Unaided Non Minority Management institutes	The Director of the respective Management institute	20 % seats of the sanctioned intake capacity*	Nil	Indian Workers in the Gulf Countries and 2/3 <sup>rd</sup> of the 15% seats shall be reserved for the PIO/ Foreign Nationals etc.
3.	All Unaided Minority Management institutes.	The Director of the respective Management institute	% seats of the sanctioned intake capacity*		

- \* Exact % will be decided by the Pravesh Niyantaran Samiti, Bandra (E), Mumbai as per the proposals of different institutes.
- **There shall be no reservation for Backward Class Category Candidates in Unaided Minority Institutes.**
- <sup>##</sup> The seats for NRI Candidates: Unaided Institutes can admit eligible candidates who are children/wards of bonafide NRIs against the Management Seats of such institutes, limited to Maximum 15% of total sanctioned intake.

**Government Institute:** Sydenham Institute of Management Studies & Research and Entrepreneurship Education, Mumbai

**University Departments:** Amravati, Aurangabad, Jalgaon, Nagpur, Kolhapur, Solapur, Pune, Nanded and Jankidevi Bajaj Institute of Management Studies, Mumbai.

**University Managed Institute (Only for Women Candidates):** Jankidevi Bajaj Institute of Management Studies, SNDT Women's University, Mumbai.

**\*\* Note:** As per the orders of Hon'ble High Court of Bombay, these seats can be filled by the institutes **only after the institute is certified by the AICTE to the effect** that the institute has infrastructure facilities for making the admissions against the over and above the sanctioned intake seats for Foreign Nationals, Foreign Students, PIOs and children of Indian Workers in the Gulf Countries. In the event of non-availability of Foreign Nationals, Foreign Students, PIOs and children of Indian Workers in the Gulf Countries., **these seats can not be filled from any other candidates.**

### 1.5 Sanctioned intake for various institutes for the year 2007-2008 :

As per the orders of the Hon'ble High court of Bombay, the intake capacity for various Management institutes in the state of Maharashtra shall be as under:

- The AICTE shall communicate to the State Government the approved new institutes and the changes in sanctioned intake for the existing institutes before 30<sup>th</sup> June 2007.
- Approvals to start new Management institutes and changes in sanctioned intake of the existing institutes communicated to the state Government after 30<sup>th</sup> June 2007 shall not be included in the Centralised Allotment Process (CAP) of the academic year 2007-2008.

- If AICTE fails to communicate the approvals to start new Management institutes and the changes in sanctioned intake of existing Management institutes on or before 30<sup>th</sup> June 2007, the State Government shall proceed with CAP on the basis of the Sanctioned intake capacity for the Management institutes as they were during 2006-2007.
- Approvals to start a new institute and changes in the intake capacity for the course in existing institutes communicated after the printing of the information brochure shall be displayed on the website <http://www.dte.org.in/mba> and will not be separately notified in any newspaper.

## **2.0 Eligibility Criteria:**

**2.1 Basic Qualification:** In order to secure admission to first year of two-year full time MBA/MMS/PGDBM/PGDBA course, the candidate should fulfill the following eligibility criteria;

Passed with minimum of 45% marks in **aggregate\*** ( 40% in case of candidates of backward class categories belonging to Maharashtra State only) in any Bachelor's degree of minimum three years duration in any discipline recognised by the **Association of Indian Universities**.

**OR**

**Appeared\*\*** for the final year examination of any Bachelor's degree of minimum three years duration in any discipline recognised by the **Association of Indian Universities**. Such candidates can be considered for provisional admission subject to passing the Degree exam with minimum of 45% marks in **aggregate** (40% in case of candidates of backward class categories belonging to Maharashtra State only).

- **NOTE: Candidate is advised to ensure before applying for admission to the CET and the MBA / MMS programme in a particular University that he / she is eligible for admission to the programme as per the relevant Eligibility Rules of that University. Generally candidates passing qualifying degree examination by part time or by correspondence course or passed in more than one sitting are not considered eligible by several Universities.**

## **2.2 Eligibility Criteria for admission to Maharashtra State candidates (Type A-E) for the seats coming under CAP:**

(Refer rule no. 3.1 for the definition of Type of candidature for Maharashtra State Candidates)

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. Appeared for the Common Entrance Test (MAH-MBA/MMS -CET 2007), GD & PI conducted by the Competent Authority of the Maharashtra State for the academic year 2007-2008.

## **2.3 Eligibility Criteria for admission to Outside Maharashtra State (OMS) candidates for the 15% seats coming under CAP:**

(Refer rule no. 3.2 for the definition of Outside Maharashtra State Candidates)

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. Appeared for CAT (conducted by IIMs) / JMET (conducted by IITs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI) for seeking admission to MBA/MMS for the academic year 2007-08. **Such candidates<sup>#</sup> are required to appear for GD &PI conducted by the Competent Authority of Maharashtra State for academic year 2007-08.**

**OR**

Appeared for the Common Entrance Test (MAH-MBA/MMS -CET 2007), GD & PI conducted by the Competent Authority of the Maharashtra State for the academic year 2007-2008.

- # - OMS Candidates who have appeared for CAT/ JMET / MAT / ATMA / XAT and seeking admission to MBA/MMS course against 15% seats coming under CAP shall have to fill up & confirm the application form for the CET i.e. MAH-MBA/MMS CET 2007 as per the procedure outlined in Annexure-I. Such OMS candidates only will be permitted to appear for the GD, PI conducted by Competent Authority of the State of Maharashtra.
- J & K migrant candidates may also apply under both the OMS category as well as J & K category. These candidates shall have to pay total fees of Rs.2300/- and procure two receipts from the identified post office. These candidates will be considered for allotment against both the OMS seats under CAP as well as J & K Seats under counseling round.

#### **2.4 Eligibility Criteria for admission to J & K migrant candidates for the over & above seats:**

(Refer rule no. 1.3.2 for the definition of J & K Migrant Candidates)

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.

**AND**

2. Appeared for the Common Entrance Test (MAH-MBA/MMS -CET 2007), GD & PI conducted by the Competent Authority of the Maharashtra State for the academic year 2007-2008.
- J & K Migrant Candidates who have appeared for CAT/ JMET / MAT / ATMA / XAT and seeking admission to MBA/MMS course under OMS category shall have to fill up & confirm the application form for the CET i.e. MAH-MBA/MMS CET 2007 as per the procedure outlined in Annexure-I. Such J&K Migrant candidates (appearing as OMS candidate) only will be permitted to appear for the GD, PI conducted by Competent Authority of the State of Maharashtra.

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

1. Basic educational qualification as specified in rule no. 2.1.
2. Appeared for GMAT (conducted by GMAC, USA)/ CAT (conducted by IIMs) / JMET (conducted by IITs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI) for seeking admission to MBA/MMS for the academic year 2007-08. **Such candidates are required to appear for GD &PI conducted by the Management of the respective institutes.**

**OR**

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyran Samiti, Bandra (E), Mumbai-51 for the academic year 2007-08. **Such candidates are required to appear for GD &PI conducted by the Management of the respective institutes.**

**OR**

Appeared for the Common Entrance Test (MAH-MBA/MMS-CET 2007), GD & PI conducted by the Competent Authority of the Maharashtra State for the academic year 2007-2008.

## **2.6 Eligibility Criteria for admission against Minority / Management seats:**

1. Candidate should be an Indian National and should possess basic qualification as specified in rule no. 2.1.
2. In case of Minority seats, the candidate should belong to the minority community / group for which the institute has secured minority status.
3. Appeared for GMAT (conducted by GMAC, USA only for NRI candidates) / CAT (conducted by IIMs) / JMET (conducted by IITs) / MAT (conducted by AIMA) / ATMA (conducted by AIMS) / XAT (conducted by XLRI) for seeking admission to MBA/MMS for the academic year 2007-08. **Such candidates are required to appear for GD &PI conducted by the Management of the respective institutes.**

**OR**

Appeared for CET conducted by the agency (including Association of all colleges of a particular type in the State) approved by Pravesh Niyran Samiti, Bandra (E), Mumbai-51 for the academic year 2007-08. **Such candidates are required to appear for GD &PI conducted by the Management of the respective institutes.**

**OR**

Appeared for the Common Entrance Test (MAH-MBA/MMS-CET 2007), GD & PI conducted by the Competent Authority of Maharashtra State for the academic year 2007-2008.

### **Note:**

1. **Eligible NRI candidates** may be offered admission against the Management Seats in Unaided Institutes. For detailed guidelines of Admission Process please refer Annexure III.
2. Details regarding MAH-MBA/MMS CET-2007, the GD &PI conducted by the Competent Authority of the State of Maharashtra are given in Annexure -IV. Annexure-IV also gives distribution of marks (CET-200 marks + GD, PI, PAR, WE- 40 marks, Total 240 marks).

3. **Candidates who remain absent for MAH-MBA/MMS CET-2007 or GD or PI shall be treated as not eligible candidate for the admission and result of such candidates will not be declared.**
4. Any other combinations of Common Entrance Tests and GD,PI which is not specified in rules 2.2. to 2.6 shall be considered as INVALID for the purpose of admissions e.g. Candidates who appear for the Common Entrance Test (MAH-MBA/MMS-CET 2007) conducted by the Competent Authority and appear for the GD & PI conducted by the Management of the Unaided Institute will **not be eligible** for the admission in Unaided Institutes.
5. Candidates securing **zero marks** or less than zero marks in MAH-MBA/MMS-CET 2007 / GMAT/ CAT / JMET / MAT / ATMA / XAT / Association CET / Any other equivalent CET will **not be eligible** for admission. Such candidates will not be called for GD, PI and names of such candidates will not appear in the merit list.
6. \*Aggregate marks means the grand total of marks obtained by the candidate in subjects based on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination.
7. \*\*Candidates appeared for final year examination fulfilling the remaining eligibility criteria will be offered provisional admission subject to the condition that they will pass the examination with the required percentage of marks on or before **30<sup>th</sup> September 2007**.
8. Candidates aspiring to seek admission to the MBA/MMS/PGDBM/PGDBA courses should follow the instructions given in **Appendix-I** for filling up On-line Application form, appearing for CET-2007, GD & PI and filling up the option form etc.

### 3.0 Candidature Type and Home University for Candidates in CAP:

The Candidature Type and the Home University of the candidate plays an important role in the CAP. To be eligible as “Maharashtra State” candidate, candidate has to have type of candidature as Type A or B or C or D or E status. Type of candidature further decides their status of Home University. The Candidature Type and the Home University of the candidate can be determined as per the guidelines provided in the following table. **Candidates have to carefully follow the guidelines and select their Candidature Type and Home University properly while submitting the application form for MAH-MBA/MMS CET–2007.**

#### 3.1 Type of Candidature for Maharashtra State candidates:

Sr. No.	Eligibility	Type of Candidature	Home University
1.	<p><b>Type A</b> : Passing HSC <u>and</u> Qualifying examination (Bachelor’s Degree) from Maharashtra state.</p> <p style="text-align: center;"><b>OR</b></p> <p>Passing Diploma in Engineering / Technology / Pharmacy <u>and</u> Qualifying examination (Bachelor’s Degree) from Maharashtra State.</p>	<b>Type A</b>	Non-Technical / Non Agricultural University in Maharashtra State from which the qualifying examination is passed.

<p>Example: A candidate who has passed HSC from Ahmednagar and qualifying examination from a college affiliated to Amravati University will have Type of Candidature as “A” and Home University as “Amravati University.”</p>			
	<p><b>Type A :</b> Passing HSC from a school /college in Maharashtra <u>and</u> the Qualifying examination (Bachelor’s Degree) from ;</p> <ul style="list-style-type: none"> <li>• Babasaheb Ambedkar Technological University (BATU), Lonere in Maharashtra state.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Indian Institute of Technology (IIT) Mumbai</li> </ul>	<p><b>Type A</b></p>	<p>Mumbai University</p>
	<p><b>Type A:</b> Passing the HSC from a School /college in Maharashtra <u>and</u> qualifying examination (Bachelor’s Degree) from Agricultural College/University in Maharashtra State.</p>	<p><b>Type A</b></p>	<p>Non Technical / Non Agricultural University under the jurisdiction of which the Agricultural College is located in the State of Maharashtra.</p>
	<p>Example :</p> <p>(i) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Kolhapur affiliated to Konkan Krishi Vidyapeeth Dapoli will have Type of Candidature as “A” and Home University as “Shivaji University.”</p> <p>(ii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Jalgaon affiliated to Mahatma Phule Agricultural University, Rahuri will have Type of Candidature as “A” and Home University as “North Maharashtra University.”</p> <p>(iii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Nagpur affiliated to Punjabrao Deshmukh Agricultural University, Akola will have Type of Candidature as “A” and Home University as “Nagpur University.”</p> <p>(iv) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Aurangabad affiliated to Marathwada Agricultural University , Parbhani will have Type of Candidature as “A” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.”</p> <p><b>Note: In the above illustration, the Agriculture colleges are selected at locations purely on imaginary basis for the purpose of illustration only.</b></p>		
	<p><b>Type A :</b> Passing HSC examination from a school /college in Maharashtra <u>and</u> qualifying examination (Bachelor’s Degree) from Yashwantrao Chavan Open</p>	<p><b>Type A</b></p>	<p>Non Technical / Non Agricultural University under the jurisdiction of which the guidance centre of Yashwantrao</p>

	University, Nashik		Chavan Open University is located.
	Example : A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from Yashwantrao Chavan Open University, Nashik and having guidance centre at Jalna will have Type of Candidature as “A” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.”		
	<b>Type A</b> : Passing HSC examination from a school /college in Maharashtra <b>and</b> qualifying examination (Bachelor’s Degree) from Maharashtra University of Health Sciences ( MUHS) , Nashik.	<b>Type A</b>	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
	Example : A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from Medical College in Miraj will have Type of Candidature as “A” and Home University as “Shivaji University.”		
	<b>Type A</b> : Passing HSC examination from a school /college in Maharashtra <b>and</b> qualifying examination (Bachelor’s Degree) from a college in Maharashtra state affiliated to S.N.D.T. Women’s University.	<b>Type A</b>	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
	Example : A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from a college in Nashik affiliated to S.N.D.T. Women’s University will have Type of Candidature as “A” and Home University as “Pune University.”		

2.	<b>Type B</b> : Passing HSC <b>and</b> / or qualifying examination (Bachelor’s Degree) from outside Maharashtra state <b>and</b> Candidate/Father or Mother or spouse of the candidate is Domiciled in the State of Maharashtra.	<b>Type B</b>	Non-Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the Head Quarter of the Authority issuing the domicile certificate is situated in the State of Maharashtra.
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Example : A Candidate who has passed HSC from Nanded and qualifying examination from a college affiliated to Calicut University and the Father of the candidate is issued with a Maharashtra Domicile Certificate from Nagpur Authority will have Type of Candidature as “B” and Home University as “Nagpur University.”

**Note: These candidates should produce the Domicile Certificate of Candidate/Father or Mother or spouse of the candidate at the time of submission of Application form.**

3.	<b>Type C</b> : Passing HSC <b>and</b> / or qualifying examination ( Bachelor’s Degree) from outside Maharashtra state and Father / Mother of the	<b>Type C</b>	Non Technical / Non Agricultural University in Maharashtra state under the jurisdiction
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	candidate / candidate himself / herself is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the application for CET 2007.		of which the place of posting of Father / Mother / candidate (who is a Government of India or Government of India Undertaking employee) is situated.
<p>Example: A candidate who has passed HSC from New Delhi and qualifying examination from a college affiliated to Bangalore University and whose Mother/Father is an employee in a Nationalised Bank located in Pune will have Type of Candidature as “C” and Home University as “Pune University.”</p> <p><b>Note: These Candidates should produce Certificate in the proforma “D” regarding the employment status of themselves / Father/ Mother at the time of submission of Application form.</b> . Such Candidates will not be able to claim provision of Backward Class Category candidates and candidates shall be treated as GENERAL/OPEN candidates</p>			

4.	<b>Type D:</b> Passing HSC <b>and</b> / or qualifying examination (Bachelor’s Degree) from outside Maharashtra state and Father / Mother of the candidate / candidate himself / herself is an employee of the Government of Maharashtra / Maharashtra Government Undertaking who was on deputation to a place outside the Maharashtra state and returned back to Maharashtra after completing deputation and reported for duty in Maharashtra state before the last date for submitting the application for CET 2007.	<b>Type D</b>	Non Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the place of posting of Father / Mother / candidate (who is a Government of Maharashtra / Maharashtra Government Undertaking employee who was on deputation to a place outside the Maharashtra state) is situated.
<p>Example: A candidate who has passed HSC from Kolhapur and qualifying examination from a college affiliated to Delhi University and whose father is an Employee in Law &amp; Judiciary Department of the Government of Maharashtra who was on Deputation to Hon’ble Supreme Court, New Delhi and returned back to Maharashtra and reported for duty at Mumbai will have Type of Candidature as “D” and Home University as “Mumbai University.”</p> <p><b>Note: These Candidates should produce Certificate in the proforma “E” regarding the employment status of themselves / Father/ Mother at the time of submission of Application form.</b></p>			
5.	<b>Type E :</b> Passing HSC <b>and</b> qualifying examination ( Bachelor’s Degree) from Maharashtra state and Father / Mother of the candidate / candidate himself / herself is State Govt. / Maharashtra State Govt. undertaking employee who is transferred and reported for duty to a place in another University area from the place of	<b>Type E</b>	Non-Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the place of posting of Father / Mother of the candidate / candidate is situated.

	passing the qualifying examination of the candidate before the last date for submitting the application form and the candidate intends to shift to the University area where the Father / Mother /candidate is posted.		
	<p>A candidate who has passed HSC from Nanded and qualifying examination from a school/ college affiliated to Pune University and whose father is an Employee in Higher and Technical Education Department of the Government of Maharashtra who has transferred to Mumbai and reported for duty at Mumbai. Such candidates will have Type of Candidature as “E” and can opt for Home University as <b>either</b> “Mumbai University” <b>or</b> “Pune University”.</p> <p><b>Note: These Candidates should produce Certificate in the pro forma “E” regarding the employment status of themselves / Father/ Mother at the time of submission of Application form, if they wish to claim as type E candidature.</b></p>		

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

### 3.2 Type of Candidature for Outside Maharashtra State candidates

Sr. No.	Eligibility	Type of Candidature	Home University
1.	<p><b>Type OMS : (Indian National candidates not covered under rule no. 3.1)</b>            Passing HSC examination <b>and / or</b> the qualifying examination ( Bachelor’s Degree) from a college located outside Maharashtra state affiliated to any University which is not in Maharashtra State <b>and not satisfying any of the conditions stated in Sr. No. 2, 3, 4, 5 (i.e. Type B,C,D,E) above as regards to parent’s status.</b></p> <p style="text-align: center;"><b>OR</b></p> <p>Passing HSC examination from a school in Maharashtra and the qualifying examination (Bachelor’s Degree) from a college located outside Maharashtra state affiliated to S.N.D.T. Women’s University <b>and not satisfying any of the conditions stated in Sr. No. 2, 3, 4, 5 (i.e. Type B,C,D,E) above as regards to parent’s status.</b></p>	OMS (Outside Maharashtra State)	Any other University

In brief, candidate will have type of candidature as “**Outside Maharashtra State**” if the Indian National candidate passes **either HSC or Qualifying examination or both the examinations** from a college located outside Maharashtra state **AND the candidate does not satisfy conditions of being either of the Type A, B, C, D or E candidature of rule 3.1.**

### 3.3 Jurisdiction of the Non Technical and Non Agricultural Universities in Maharashtra State:

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

S.No.	University	Head Quarter	Jurisdiction
1.	Dr. Babasaheb Ambedkar Marathwada University	Aurangabad	Aurangabad, Beed, Jalna, Osmanabad
2.	Swami Ramanand Teerth Marathwada University	Nanded	Hingoli, Latur, Nanded, Parbhani
3.	Mumbai University	Mumbai	Mumbai City, Mumbai Suburban, Ratnagiri, Raigad, Sindhudurg ,Thane
	Dr. Babasaheb Ambedkar Technological University	Lonere	
4.	North Maharashtra University	Jalgaon	Dhule, Jalgaon, Nandurbar
5.	Pune University	Pune	Ahmednagar, Nashik, Pune
6.	Shivaji University+ Solapur University	Kolhapur	Kolhapur, Sangli, Satara ,Solapur
7.	S.G.B. Amravati University	Amravati	Akola, Amravati, Buldana, Washim, Yavatmal
8.	R.T.M. Nagpur University	Nagpur	Bhandara, Chandrapur, Ghadchiroli, Gondia, Nagpur, Wardha
9.	S.N.D.T. Women's University	Mumbai	All over India Jurisdiction.

### 4.0 Allocation and Reservation of seats:

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

Sr. No.	Type of Institute	No. of seats in % of sanctioned intake				
		Maharashtra State Seats		OMS Candidates	Management seats <sup>##</sup>	Minority community /group seats
		Home University area candidates	Other than Home University area candidates			
1.	University Departments- Amravati, Aurangabad, Jalgaon, Nagpur, Pune, Nanded, Kolhapur ,Solapur and Jamnalal Bajaj Institute	70%	15%	15%	---	---

	of Management Studies, Mumbai.					
2.	Government Institute (Sydenham Institute of Management and Research & Entrepreneurship Education, Mumbai)	70%	15%	15%	---	---
3.	University managed Institutes (Jankidevi Bajaj Institute of Management Studies, SNTD Women's University, Mumbai), <b>only for woman candidates.</b>	85% (State Level seats) Women Candidates passing qualifying examination from any University in the state of Maharashtra are eligible under this provision.		15%	---	---
4.	Unaided Non-Minority Institutes	70% of MS seats (i.e. 65% of SI) coming under CAP*	30% of MS seats (i.e. 65% of SI) coming under CAP*	15%*	20%*	---
5.	Unaided Minority Institutes	* of the seats coming under CAP	* of the seats coming under CAP	* of the seats coming under CAP	* of the seats of the sanctioned intake	

- \* Exact % of seats will be decided by the Pravesh Nyantran Samiti, Bandra (E), Mumbai as per the proposals of different institutes.
- **There shall be no reservation for Backward Class Category Candidates in Unaided Minority Institutes.**
- <sup>##</sup> The seats for NRI Candidates: Unaided Institutes can admit eligible candidates who are children/wards of bonafide NRIs against the Management Seats of such institutes, limited to Maximum 15% of total sanctioned intake.

#### 4.1 Reservation for Backward class Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State (Type A to E as given in Table given in Rule 3.1 i.e. MS candidates) are as per the details in table below. The percentages of reservation are the percentages of the seats available

for Maharashtra candidates (Maharashtra State Quota) which are coming under the purview of the Competent Authority in the Government/Government aided/University Department institutes/Unaided Minority\* and Unaided Non-Minority\* Institutions.

[Note: \* Exact % will be decided by the Pravesh Niyamtran Samiti, Bandra (E), Mumbai as per the proposals of different institutes. **There shall be no reservation for Backward Class Category Candidates in Unaided Minority Institutes.** OMS candidates are not permitted to claim reservation under Backward Class category.]

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

Sr. No.	Type of Reservation	Percentage of reservation
1	Scheduled Castes and Scheduled Castes Converts to Buddhism ( SC )	13.0%
2	Scheduled Tribes including those living outside specified areas ( ST )	7.0 %
3	Vimukta Jati & Denotified Tribes (VJ/DT)	3.0%
4	Nomadic Tribes – 1 ( NT1)	2.5%
5	Nomadic Tribes – 2 ( NT2)	3.5%
6	Nomadic Tribes – 3 (NT3)	2.0%
7	Other Backward Classes ( OBC )	19%
<b>Total</b>		<b>50%</b>

Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to 2% of the seats, available for Maharashtra candidates (Maharashtra State seats) which are coming under the purview of the Competent Authority subject to **condition that seat remain vacant in the reserved category at the end of stage-I of Home University level allotment.**

**Note:**

1. All the candidates claiming the reservation for backward classes should produce “**Caste certificate**” in the name of the **candidate** issued by the **Executive Magistrate / Metropolitan Magistrate in Maharashtra State clearly mentioning the Category of the candidate and also the remark that the caste is recognised as backward class belonging to the State of Maharashtra at the time of submission** of application form for the MAH-MBA/MMS-CET 2007. **Failing which, the candidate will not be able to claim for that category of caste and shall be treated as GENERAL category candidate during entire admission process, provided the candidate fulfills eligibility condition for Basic Qualification for General category candidate as defined in the**

**rule 2.1. No claim for change in the category shall be entertained by the Competent Authority.**

2. The candidates belonging to VJ/DT, NT1, NT2, NT3, OBC and SBC categories should produce “**Non Creamy layer Certificate**” issued by Sub Divisional Officer / Deputy Collector of the district in addition to the caste certificate. The “**Non Creamy layer Certificate**” should be issued after 1<sup>st</sup> April 2006. In case, if these candidates are not able to produce the Non Creamy layer certificate at the time of submission of application form; then such candidates will be treated as GENERAL category candidates and such candidates will not be able to stake claim on reserved seats in the admission process.
3. In any case, the “**Non Creamy layer Certificate**” will not be accepted after the submission of the application form for the CET by the candidate at the ARC.
4. Caste validity certificate is not required to be submitted for the candidates belonging to Backward Class.
5. Seats under reserved category in MS seats are to be offered to the Backward Class candidates belonging to the Maharashtra state only and no OMS candidate belonging to Backward Class can be admitted against these seats.

#### **4.2 Reservation for Physically handicapped Candidates :**

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

Out of the three percent reservation for physically handicapped candidates:

- **PH-1** :One (1) percent seats shall be reserved for visually impaired (blind) candidates (P1)
  - **PH-2** : One (1) percent seats shall be reserved for speech & hearing impaired (dumb and deaf ) candidates, (P2)
  - **PH-3**: One (1) percent seats shall be reserved for candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3).
- b) If the number of seats as per three percent reservation works out to 04 (four), then the fourth seat shall be allotted to the candidate with highest merit from all the three categories after first three seats are allotted to the respective sub categories. If any seat remains vacant in any of the sub categories due to non availability of eligible candidate in that sub category, the seat shall be allotted to candidates of the other two sub categories on inter se merit.

c) If the number of seats as per three percent reservation works out to be less than 03 (three), then the seats will be allotted on the basis of inter se merit of all the three sub categories with maximum one seat for any sub category.

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

## **5.0 Selection basis and Selection Procedure adopted for CAP:**

### **5.1 Assignment of merit number:**

#### **5.1.1 Merit Number:**

a) **Maharashtra candidates:** Each Maharashtra State candidate who has appeared **and secured non zero score in the MAH-MBA/MMS-CET-2007 and appeared for GD & PI** will be assigned a State level Merit Number and a University area Merit number.

b) **Outside Maharashtra candidates:** Each Outside Maharashtra State candidate who has appeared and secured non zero score in MAH-MBA/MMS CET-2007 and appeared for GD & PI **or** after conversion from their CAT / JMET / MAT / ATMA / XAT score into equivalent marks out of 200 and the marks awarded to them for GD, PI, PAR, WE out of 40 marks conducted by Competent Authority will be assigned a State level OMS merit number.

c) **J & K Migrant Candidates:** Each J & K Migrant candidate who has appeared **and secured non zero score in the MAH-MBA/MMS-CET-2007 and appeared for GD & PI conducted by Competent Authority of Maharashtra State** will be assigned a State level J&K Merit Number.

#### **Important Note:**

- MAH-MBA/MMS-CET 2007 marks will be displayed in terms of percentile on the scorecard of MAH-MBA/MMS-CET 2007 conducted by the Competent Authority of Maharashtra State for the academic year 2007-2008.
- In case of OMS candidate, the merit list will be prepared based on the highest of the scores obtained by the candidate either in All India Entrance Examinations (after conversion to

its MAH-MBA/MMS CET-2007 equivalent score) or in the MAH-MBA/MMS CET-2007 examination.

- The Competent Authority of Maharashtra State reserves the right to prepare the inter-merit list for **OMS** candidates based on the above criteria.
- Separate merit list will be prepared for Maharashtra (University and State level), OMS and J&K migrant category candidates.

### **5.1.2 Relative merit in case of equal marks:**

In the case of candidates securing equal final MAH-MBA/MMS-CET 2007 Score, (i.e. CET+GD+PI+WE+PAR) their relative merit will be determined on the basis of the following order of preference:

- a) When the final MAH-MBA/MMS-CET 2007 scores are the same, the candidate with higher marks in the CET written examination will get preference.
- b) When the final MAH-MBA/MMS-CET 2007 scores and also the marks in the CET written examination are the same, the candidate with higher marks in PI will get preference.
- c) When the final MAH-MBA/MMS-CET 2007 scores, the marks in CET written examination, and also the marks in PI are the same, the candidate with higher marks in GD will get preference.
- d) When the final MAH-MBA/MMS-CET 2007 scores, the marks in CET written examination, the marks in PI, and also the marks in GD are the same, the candidate with higher percentage of marks scored in the aggregate at the HSC( Std. XII ) or its equivalent examination will get preference.
- e) When the final MAH-MBA/MMS-CET 2007 scores, the marks in CET written examination, the marks in PI, the marks in GD, and also the percentage of marks in the HSC Exam or its equivalent examination are the same, the candidate with higher percentage of the marks scored in the aggregate at the SSC (Std. X ) or its equivalent examination will get preference.

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

### **5.2 Selection basis:**

- a) A candidate desirous of seeking admission to MBA / MMS through CAP program should fulfill the eligibility criteria as laid down in Rule 2.0 above.
- b) The candidate's name should figure in the concerned merit list (Respective University level / State level General Merit list / OMS merit list / J&K migrant merit list) prepared for admission.
  - ◆ The candidate should note that the provisional results of CET will be declared before commencement of the GD and PI as well as the provisional results of CET, GD, PI, PAR and WE will be displayed on Internet at <http://www.dte.org.in/mba>. **It shall be responsibility of the candidate to keep abreast of notifications displayed on the**

official website [www.dte.org.in/mba](http://www.dte.org.in/mba) from time to time and follow the instructions given therein.

- ◆ In case the details pertaining to the Home University, Type of candidature, Category of reservation etc. claimed by the candidate on his / her application is **not correctly depicted in the provisional result, then the candidate has an opportunity to correct the same by reporting to the concerned ARC authority** along with documentary proof (Photo copy of the filled CET application form) **within the time as specified in the schedule** (Grievance period) from the date of display of *provisional* results. However, **Candidate's request / representations regarding *change of* the backward class category, status of home university and type of candidature will not be considered as complaints / grievances and will not be taken into consideration.**
- ◆ Failing to get necessary correction within the grievance period, the candidate loses the chance to get the corrections done later and he / she will have to take part in the CAP as per the result declared.
- ◆ **If at a later stage it is found that, the candidate has furnished wrong information and/or submitted false and/or forged documents then the candidate shall lose claim on the admissions. He/she shall forfeit the entire fees of the course and also liable for legal/penal action.**
- ◆ For obtaining **duplicate CET Score card**, candidate should apply through the Head of the Institute where the candidate has secured the admission to the Director of Technical Education, Mumbai with a fees of Rs. 200/- in cash or by Demand Draft in favour of 'Director of Technical Education, Mumbai.' Candidate will receive duplicate CET Score card from the office of Directorate of Technical Education within seven working days from the date of receipt of the application for the same. **For receiving the duplicate score card by registered post, the candidate must enclose a self-addressed (at least of 9.5" X 4.5" size) envelope affixed with postal stamps of Rs.25/-.**

### **5.3 Centralized Admission Process (CAP):**

For the academic year 2007-08, the Competent Authority shall conduct total Four (4) rounds of Centralized Admission. The CAP shall consist of first three (3) rounds of Centralized Allotment wherein eligible candidates (both Maharashtra and OMS) will fill separate Online Option forms for respective rounds. Fourth round of CAP shall be conducted by way of counseling only for the eligible Maharashtra State candidates. Details of eligibility for each round of CAP, method of reporting after each round, availability of seats for each round and such other details are given in the **Appendix-I**.

Various steps in the process of admission to MBA/MMS/PGDBM/PGDBA courses are also given in the **Appendix-I**. The steps include purchase of Information brochure, filling up & confirmation of Online Application form, appearing for CET, GD & PI, filling up & confirmation of Option form for Rounds of Centralized Allotment and Reporting etc.

Candidates are requested to read carefully the details of CAP given in the Appendix-I and follow instructions given therein. **Appendix-II** gives various documents needed by the candidate while attending the CAP.

### **6.0 Allotment for the seats coming under the purview of Competent Authority:**

**The Competent Authority shall allot the seats coming under its purview i.e. of the MBA/MMS courses and PGDBM course at SIMSREE, Mumbai. The seats of PGDBM (except of SIMSREE) and PGDBA courses will be filled by the respective institutes running these courses.**

#### **6.1 :**

##### **6.1.1 CAP Rounds I/II/III: Direct Allotment for Maharashtra State candidates for (Type A,B,C,D,E) Home University seats and State level seats :**

Allotment of seats for Home University seats and State level seats for other university candidates coming under CAP is carried out as per the logic explained in the rule 6.1.3. All stages of allotment logic given in rule 6.1.3, i.e. Stage-I to Stage-V shall be repeated for each of the CAP Rounds-I, II & III.

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

### 6.1.2 CAP Round IV- Admission by Centralized Counseling:

CAP Round-IV of admission will be conducted only for eligible Maharashtra State Candidates. During this round of admission by Counseling, no seat tag will be applied i.e. seats available shall be treated as GENERAL seats and shall be allotted solely on the basis of inter-se merit of eligible MS candidates without any reference whatsoever to the category of the candidate(s) (open /reserved) or the category to which the vacant seat belongs (such as Home University, other than Home University, Backward Class, Physically Handicapped etc) and also all the vacant OMS seats shall be made available to MS candidates as GENERAL seats.

#### General Notes:

- Allotment for Home University seats and State level seats will be carried out as per *inter se* merit of University area merit list / Maharashtra State merit list respectively of CAP Round-I, II, III.
- Seats will be allotted to candidates as per their *inter se* merit, as per the options filled in the online option form and the number of seats available at that point of time in the stage of CAP Round-I, II, III.
- All candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage even if they have been allotted / not allotted a seat in the previous stage.
- During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate in the online option form according to availability of seats at that point of time.
- All reserved category candidates (including SBC in their original category) shall be considered for allotment (whether they are allotted any seat in earlier stage or not) in all stages.
- Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment and as per *inter se* merit.
- Allotment against the first available option in the order of options filled in the online option form is retained as final allotment.
- The allotment will be made available on DTE Website <http://www.dte.org.in/mba>. The allotment list displayed will show only the provisional allotment offered to the candidates.
- **No personal communication /Allotment letters in this regard will be issued to the concerned candidates.**
- The logic for the following stages will be implemented using computer software for the direct allotment.
- The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission on or before the last date specified for the same. **No personal communication in this regard will be issued.**

### 6.1.3 Logic for allotment for CAP Rounds I, II & III:

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

### **Stage –I: For all the MS candidates**

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

### **Stage -II: For Special Backward Class category candidates**

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

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

- On completion of Stage -II, the seats remaining vacant in the respective group of categories as mentioned below, shall be allotted to candidates from the respective group with reference to their university area / State level *inter se* merit, by adopting the procedure as mentioned below, for each of the group:

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

Group 2: i) Vimukta Jati (VJ) / Denotified Tribes (DT)  
ii) Nomadic Tribes (NT-1)

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

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

#### **Stage-IV: For all Backward Class category candidates**

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

#### **Stage -V: For all the candidates without any reservation**

- After completion of Stage-IV, the seats remaining vacant, if any, shall be allotted with reference to University level / State level *inter se* merit of all the candidates (open/reserved) in the University level / State level for allotment against upward choice.
- Candidates already allotted in Stage-I, II, III and IV shall be tried for allotment on upward choices.
- During this allotment, the candidates may get upward shift in their allotted position according to availability of vacancies and the options filled.
- Due to upward shifts, the vacancy created shall be allotted by running the complete iteration from top of the University level / State level *inter se* merit list of all categories combined together.

#### **6.2 Direct allotment for Outside Maharashtra State (OMS) candidates:**

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

- The best possible option is retained as final allotment. The final allotment list will be displayed on DTE website <http://www.dte.org.in/mba> as per the schedule.
- All the candidates will have to report for admission to the Respective Institutes as per the schedule. **No personal communication in this regard will be carried out. It will be the responsibility of the candidate to see their allotment on the given website.**
- Candidates securing allotment will confirm the admission by reporting at the Respective Institutes mentioned in allotment list with the original certificates needed for admission and on payment of Rs.10,000/- (in cash) on or before the last date specified for the same. Refer Annexure-III for details of CAP rounds, reporting etc.
- The admission is confirmed only after scrutiny of documents and payment of the balance fees as prescribed by the respective institute and also approved by the Shikshan Shulka Samiti.

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

- The Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020, Mumbai will act as the Admission Authority for these admissions.
- These admissions will be carried by counseling at Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020.
- Candidates seeking admissions against the seats that are reserved for the J&K migrants (refer rule 1.3.2 for the eligibility as J&K migrants) will report to the **Director, Sydenham Institute of Management Studies & Research and Entrepreneurship Education (SIMSREE), B Road, Churchgate, Mumbai 400 020**, for admission as per the schedule.
- These admissions will be made strictly in the order of merit from amongst the candidates who are eligible for J & K migrant quota and who present themselves for admission at SIMSREE, as per the schedule, against the seats available in the various Institutes (at the point of time when the candidate actually reports for admission).
- **Candidates claiming admission against J & K migrant quota will have to produce evidence in support of their claims. Candidate failing to produce necessary certificates at the time of allotment by counseling will be considered not eligible and name of such candidate will be removed from the merit list of J & K Migrant candidates.**
- **Candidates reporting late for the admission or candidate, who remain absent, will not be considered for the allotment process and requests of such candidates regarding reconsideration will not be entertained under any circumstances**
- Candidates will have to confirm the admission accepted by him / her by paying the requisite amount of **fee to the respective institutes.**
- Admissions once confirmed shall be FINAL and candidates shall not be allowed to seek transfer of their admission to some other institution

### **6.4 Admissions to Foreign nationals/ Foreign students/Persons of Indian Origin / Children of Indian workers in the Gulf countries:**

1. These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester / year for the current academic year.
2. **The admission against these seats is permitted to the institutes only after the institute gets a certificate from AICTE regarding the availability of facilities for creation of supernumerary seats.**
3. As on today no Government/University Managed/University Department has received permission from AICTE for creation of **supernumerary seats**. If such a permission is received on or before starting of academic year 2007-08, the same will be notified by the Directorate of Technical Education on the website: [www.dte.org.in/mba](http://www.dte.org.in/mba) and the admissions to such seats will be carried out by the Directorate of Technical Education, M.S., Mumbai
4. For admissions to **Unaided Institutes**, candidates are required to contact to the Principals / Directors of the respective Unaided Institutes.
5. If any seats available for Foreign nationals / Foreign Students / Persons of Indian Origin / Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. **Under any condition these seats shall not be offered to any other candidates.**

#### **7.0 Reporting at the Institute:**

- After the display of allotment list in each CAP Round, candidates should report to the “**Respective Institutes**” as per the notified schedule of the admission process. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
- Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
- After scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the **form as prescribed by the concerned institute** and confirm the admission offered.
- If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents and fails to pay the prescribed fees in full within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.

#### **8.0 Seats remaining vacant after offering admissions through CAP:**

The seats remaining vacant after offering admissions to the candidates who have come through Centralised Allotment Process will be filled in by the managements of the respective institutes. Admission authorities of the respective institutes have to process these admissions as per the guidelines given in Annexure -III.

#### **9.0 Fees:**

Candidates who have secured admission for the first year of MBA / MMS / PGDBM / PGDBA are required to pay the fees of the respective institute as approved by the Shikshan Shulka Samiti Bandra (East), Mumbai.

**9.1 Cancellation charges and Refund of Tuition, Development and Other fees for the admissions secured through CAP:**

The candidate who has been provisionally admitted **through CAP** may cancel admission by submitting an application in duplicate, and may request for refund of fees. The cancellation charges and refund of fees as applicable shall be made in due course by the respective institute. It is made clear that such application for cancellation will be considered if and only if the admission is taken provisionally **through CAP** by paying the prescribed tuition fee in full and by submitting original documents as mentioned in these rules. Refund of tuition fees and other fee to be made after deduction of the cancellation charges after allotment after EACH ROUND of ALLOTMENT/ADMISSION is as shown below.

Sr. No.	Category	Period and amount of cancellation charges		
		Upto 10 days from the last date of reporting for allotment as per schedule. (excluding the date of allotment)	From 11 <sup>th</sup> day upto 20 days from the last date of reporting for allotment as per the schedule. (excluding the date of allotment)	After 20 days from the last date of reporting for allotment as per schedule. (excluding the date of allotment)
1	All the candidates excluding Foreign Nationals / Persons of Indian Origin etc.	20 % of the tuition, Development and other fees	50 % of the tuition, Development and other fees.	100 % of the tuition, Development and other fees
2	50 % refund of tuition, development and other fee against cancellation of admission taken against the seats for Foreign Nationals / Persons of Indian Origin etc. is permissible up to 20 days from the date of their admission. After 20 days from the date of their admission, candidates are not eligible for any refund of tuition, development & other fees.			

*For the admissions, which are secured through the seats remaining vacant (due to non reporting, non allotment and cancellation of CAP seats), **refund rules of the respective institutes will be applicable** for cancellation of such admissions. Institutes are required to specify their rules of refund on the Notice board as well as on the institute website before the start of vacancy round to be held at the respective institutes.*

**10.0 Age limit:**

There is no age limit for admission to first year of two year post graduate course in Management viz. MBA / MMS / PGDBM / PGDBA.

**11.0 Miscellaneous:**

- **There shall be no transfer of students at any stage from Govt./Govt. aided / University Department/ University managed/Unaided institute to any other institute in the Maharashtra and no transfer of students from any institute located outside Maharashtra to any institute in the Maharashtra.**
- The candidates are informed that the medium of instruction, for the MBA / MMS / PGDBM / PGDBA programmes in all the Universities in the State is **English**.
- At the time of seeking admissions, a candidate will be provisionally admitted to MBA / MMS programme at a college / an institute subject to the production of the Provisional Eligibility Certificate from the University to which the college / institute is affiliated or by which the College / Institute is recognized, and its subsequent confirmation by the University. **Each of the candidate is advised to ensure before applying for admission to the CET and the MBA / MMS programme in a particular University that he / she is eligible for admission to the programme as per the relevant Eligibility Rules of the University. Generally candidates passing qualifying degree examination by part time / correspondence course, or not passed in one sitting are not considered eligible by several Universities.**
- The Head of the college / institution may refer a candidate to the appropriate medical authority to ascertain the physical fitness or otherwise before admitting him / her to the programme / the hostel, as per the requirements of the programme / the rules of the Hostel Admission.
- The Head of the college / institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.
- If the Admission Authority or an institution affiliated to / recognized by / or which is autonomous but is located in the area of jurisdiction of a University deliberately, willfully with an intention to defraud, makes admissions in excess of sanctioned intake of the institute as specified in these rules, except as provided for in these rules, the examination authority of the concerned university shall not allow such candidates admitted in excess of the sanctioned intake capacity, to appear at any of the relevant examinations unless explicitly permitted by the Competent Authority. The Competent Authority may consider to grant such an approval as it may deem fit for the excess admissions done.
- **Each of the candidates seeking admission to MBA / MMS and PGDBM at SIMSREE programme is required to give the undertaking as specified in Annexure - IV at the time of GD and PI.**

## 12.0 Conduct and Discipline

- Notwithstanding anything contained in these Rules, if the State Government, in consultation with the Competent Authority and after making such inquiry as it may deem fit, is of the opinion that the candidates resorted to serious malpractices or unfair means at the CET or that there is serious, substantial and conclusive evidence about the leakage of the question paper of the CET or that there was truth in charges of grave irregularities in the assessment of the answer sheets of the CET, the State Government may, by order, prescribe additional test or examination for the candidates who appeared at that CET and who sought allotment to the MBA / MMS programmes. The State Government may inter-se prescribe the manner in which the marks obtained at such re-test or re-examinations shall be taken into consideration in deciding the question of giving admissions and the revised programme the date, time and venue for conducting such re-test or re-examination in place of the CET.

- If any student studying in any MBA / MMS college / institute in the State is found indulging in antinational activities, or in activities that run contrary to the letter and spirit of the provisions of Acts and Laws enforced by the Government, or any activity that causes his / her behavior to be contrary to rules of discipline, will be liable to be expelled from the College / Institute forthwith without any notice by the Principal of the College / The Director of the Institute.
- If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, at any time, found to be false or incorrect and willful suppression of facts, his / her admission will be cancelled forthwith. The fees will be forfeited and he / she may be expelled from the college / Institution by the Principal / The Director and prosecuted, if deemed necessary. An appeal against the order of cancellation of admission / expulsion, however, may be referred to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final and binding on all concerned.
- **Action against ragging: Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15<sup>th</sup> May, 1999 has the following provisions for Action against Ragging**
  - a) Ragging within or outside of any educational institution is prohibited,
  - b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
  - c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
  - d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
  - e) If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.

**Proforma – A**

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

Ref. no.

Date:

**CERTIFICATE**

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

This certificate is issued for the purpose of his / her son / daughter ..... 's admission to Post Graduate Degree course in Management in Maharashtra State for the year 2007-08.

Date:

Head of the Office

Place:

**Seal of the Office**

**Proforma – B**

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

Ref. no.

Date:

**CERTIFICATE**

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

The details of refugee status is as under.

Ration card Number: .....

Names of the members on the ration card: .....

This certificate is issued for the purpose of his / her admission to Post Graduate Degree in Management for the year 2007-08.

Date:  
Place:

Head of the Office  
Migrant / Refugee Camp

**Seal of the Office**

**Proforma – C**

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

Ref. no.

Date:

**CERTIFICATE**

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

This certificate is issued for the purpose of his / her admission to Post Graduate Degree in Management for the year 2007-08.

Date:  
Place:

District Collector

**Seal of the Office**

**Proforma – D**

**(For Type C candidates)**

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

Ref. no.	Date:
----------	-------

**CERTIFICATE**

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

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

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

This certificate is issued for the purpose of his/her / his son or daughter / her son or daughter  
.....'s admission to Post Graduate Degree course in Management  
for the year 2007-08.

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 Transfer order and  
Joining report

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

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

Ref. no.	Date:
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**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 Govt. / Maharashtra State Govt. 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 Post Graduate Degree course in Management for  
the year 2007-08.

Date:  
Place:

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

Seal of the Office

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

**Proforma – F**

(For Physically Handicapped Candidates)

(For P1, P2, P3 { Orthopedic Disorders } Candidates)

**CERTIFICATE**

This is to certify that I have examined Mr./Mrs./Miss .....

.....on ..... He / She has

.....

(Name of the Physical Disability)

which comes under the sub category

(P1) Blindness.

(P2) Speech & Hearing impaired.

(P3) Orthopedic Disorders

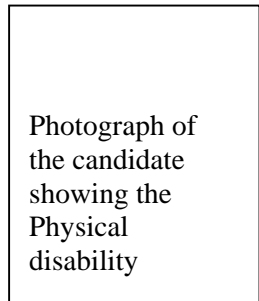
The percentage of handicap is .....%.

The candidate is capable of carrying out all activities related to theory and practical work as applicable to, Post Graduate Degree course in Management without any special concessions and exemptions.

This certificate is issued for the purpose of his/her admission to Post Graduate Degree course in Management for the year 2007-08.

Date:

Place:



Director  
All India Institute of Physically  
Handicapped, Mumbai  
(or)  
Dean / Civil Surgeon

**Proforma – F**

(For P3 {with Learning disabilities} Candidates)

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

**CERTIFICATE**

Name : Date :

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

The candidate is capable of carrying out all activities related to theory and practical work as applicable to, Post Graduate Degree course in Management without any special concessions and exemptions.

This certificate is issued for the purpose of his/her admission to Post Graduate Degree course in Management for the year 2007-08.

Diagnosis :

Recommendations : (Signature & Stamp)

## Annexure - I

### Procedure for Centralized Allotment Process (CAP):

This Annexure explains the various stages and procedure adopted for the CAP. Candidates seeking admission to MBA/MMS courses and PGDBM course at SIMSREE are required to appear for CET-2007 and the GD & PI conducted by the Competent Authority of State of Maharashtra.

However, candidates seeking admission to PGDBM/PGDBA courses are required to appear for CET-2007 conducted by the Competent Authority of the State of Maharashtra and the GD & PI conducted by the respective institutes. Such candidates are eligible to attend admission round carried out by the institutes conducting PGDBM/PGDBA courses (except at SIMSREE).

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

#### Stage I – Sale of Information brochure & receipt of Application fees

- Information brochure for the aspiring candidates will be available at **the identified post offices of selected cities** as mentioned in the Notification against the payment of the application processing fees.
- It is mandatory to all the candidates to pay the fees only at the identified post offices of selected cities.
- The application form processing fees is **Rs. 1150/- for Maharashtra State (General Category) candidates, Outside Maharashtra State (OMS) candidates and J&K Migrant candidates and Rs. 950/- for reserved category candidates belonging to Maharashtra State (i.e., Candidates having relevant backward class Caste Certificate and other applicable certificates issued by Maharashtra State authorities). This fee is to be paid at the identified post offices during the contact hours of the respective post offices, in the form of the cash. No other mode of payment shall be permitted. This fee is non refundable and non transferable under any circumstances. J & K Migrant candidates aspiring to apply as OMS candidate will have to pay Rs. 2300/- as total fees and procure two receipts from the post office. OMS candidates who have appeared for CAT/MAT/JMET/XAT/ATMA and wish to appear only for the GD& PI conducted Competent Authority are required to procure the Information Brochure by paying Rs.1150/- at the identified post offices, fill up the online Application Form, Confirm the same at any ARC as mentioned below.**
- Candidates will receive two copies of the Receipt of Payment of fees from Post Office. One of these copies will be titled as “candidate’s copy” and other copy as “ARC copy to be submitted at ARC by the candidate”. Candidates are required to produce the receipt of the payment of fees (ARC copy) at the time of confirmation of submission of application form at the ARC and therefore the candidates are instructed to carefully preserve the receipts of the payment for further use.

- Though all the information printed in the brochure will also be available on the website for browsing, downloading and printing, **it is mandatory** for the candidates to procure the information brochure from the identified post offices.

### **Stage II –Online Submission of Application Form at ARC**

- The candidate shall read the information brochure and fill up the “Specimen Application Form” as mentioned in **Annexure -X** of the Information Brochure **for the purpose of ready reference only**.
- Aspiring candidates are required to fill the same information as on “Specimen Application Form” in the web based “Online Application Form for Admission to MBA/MMS/PGDBM/PGDBA” through the web site [www.dte.org.in/mba](http://www.dte.org.in/mba) at any of the ARCs as mentioned in **Annexure -V**. *However, candidates can also fill up the “Online Application Form for Admission to MBA/MMS/PGDBM/PGDBA” through any computer connected to Internet, either from home or cyber café and take the printout of the Online submitted Application form, **for confirmation at the ARC***
- Candidates have option to select any one of the Centers separately for CET and for GD & PI from the list of Centers.
- The web based software for submission of “Online Application Form for Admission to MBA/MMS/PGDBM/PGDBA” will validate the information filled in by the candidate and generate his/her unique Application ID. The candidate must note down the Application ID & password for further process of admission. Using this Application ID, candidates will be able to login to the online admission system to check status of processing of his/her application form, check position in the merit list, status of the allotment, communicating with ARC and DTE etc.
- It is suggested that, the candidate must note the Application ID on the reverse side of the HSC mark sheet. The Application ID is essential for the confirmation of submission of the application form at the ARC and any future reference to the information filled in by the candidates on the website.
- After online submission of application form, it is **mandatory** for the candidates to submit the duly signed print-out of the application form at the ARC for confirmation.

### **Stage III – Confirmation of Submitted Application Form at ARC**

**IMPORTANT: Failure to confirm the online submitted application form at the ARCs will make candidate’s claim for the admission to MBA/MMS/PGDBA/PGDBM courses as NULL & VOID and candidate’s name will not appear in the Merit List as well as in the allotment list.**

- All the candidates who have submitted “Online Application Form for Admission to MBA/MMS/PGDBA/PGDBM” at ARC/Internet Cyber Café/Home etc. are required ***to confirm the submission of application form*** at any convenient ARCs along with the **attested copies of the required supporting documents**. Kindly refer to Annexure-II for the list of supporting documents required by the candidates. Certificates like Non-Creamy Layer Certificate, Caste Certificate, and Nationality/Domicile Certificate etc. are needed to substantiate claim against caste and type of the candidature. Candidate should also carry along with the receipt of payment of application processing fees issued by the post office. **In any case, these certificates will not be accepted after the last date of confirmation of submission of application form. The receipt of issue for certificates will not be accepted.**
- ARC officer will do the technical and administrative scrutiny of the online submitted application form along with the required documents. It will be checked whether the candidate has correctly filled the application form and submitted the required documents or not. If the ARC officer finds that the supporting documents are not enough to claim for a valid candidature then the submitted application form will not be accepted for any further processing.
  - ARC officer will make online entry (on the website) of the receipt of the required documents and update the receipt application fee in the candidate’s online records.
  - Software for the receipt of Online application hosted on the website will compile and generate a Receipt-cum-acknowledgement letter and a Call letter for both the CET, GD and PI for MBA/MMS courses and PGDBM course at SIMSREE, while a call letter will be issued only for the CET for PGDBM/PGDBA courses .
  - ARC officer will print two copies each of the Receipt-cum-acknowledgement letter and the Call letter. One copy of the Receipt-cum-acknowledgement letter and two copies of call letter will be given to the candidate. One copy of Receipt-cum-acknowledgement letter will be retained by the ARC officer for the office records. One copy of the call letter is required to be submitted by the candidate at the time of CET and other copy of the call letter is to be submitted by the candidate to the allotted institute at the time of confirmation of admission.
  - The attested true copies of the required documents submitted by the candidate will be enlisted on the printout of the receipt-cum-acknowledgement letter. The receipt-cum-acknowledgement letter will also include discrepancy, if any, in submission of required documents.
  - Backward Class Category candidates failed to produce the valid caste and/or Non Creamy layer certificates will be converted to General Category and are required to pay Rs. 200/- as difference in fees in cash at ARC.
  - The exam seat number, Application ID, PAR marks, date, time, and venues of the CET 2007 written examination, GD and PI will be printed on the call letter along with candidate’s name and space for photograph and signature. OMS candidates appearing only for GD&PI based on their All India Entrance Exam score only, details of GD and PI will be printed on the call letter.

- The Candidate will affix his/her photograph with signature on the call letter which will be attested immediately by the ARC officer.
- If the candidate fails to submit the true copies of the statements of the SSCE & HSCE or equivalent examination marks at the time of confirmation of application form, then No PAR marks will be awarded to the candidates. **In any case, these certificates will not be accepted for the correction of the PAR marks after confirmation of submission of application form.**
- **LATE SUBMISSION & CONFIRMATION OF THE APPLICATION FORM:**  
Those candidates who fail to procure information brochure and/or fail to submit the On-Line Application Form and/or fail to Confirm the Application Form at the Designated ARCs will be permitted to procure/submit and confirm the Application form at the following address after payment of the additional late fee of Rs.1000/- in cash. Such candidates have to submit and confirm the Application form in person, from 12<sup>th</sup> to 14<sup>th</sup> February 2007 upto 5.00 p.m. at the office of the Directorate of Technical Education, 3 Mahapalika Marg, Opp. Metro Cinema, Mumbai-400001.  
Such Candidates are required to appear for CET at Mumbai Center only.

#### **Stage- IV: Appearing for the MAH-MBA/MMS-CET 2007, GD and PI Examination**

Refer Annexure - IV for the details of CET, GD, PI, WE and PAR and distribution of total marks, Annexure - VIII for sample questions of CET and Annexure -IX for sample answer sheet.

- Candidates are also required to read the instructions given in the Call Letter carefully.
- Candidates will appear for MAH-MBA/MMS -CET 2007 written examination at the designated venue as mentioned in the Call letter on **25<sup>th</sup> February 2007 at 14.00 hrs.**
- Candidates are required to report the allotted venue before ½ hr of scheduled time.
- **Candidates with Mobile phone and with any other electronics gadgets will not be allowed to enter in the exam hall.**
- Names of the venues will also be made available on web site: [www.dte.org.in/mba](http://www.dte.org.in/mba) on 17/02/2007 under the heading MBA/MMS CET 2007 Examination venue.
  - Candidates will appear for GD & PI at the designated venue, date & time as mentioned in the Call letter.
- Candidates appearing for GD & PI have to produce the following original certificate at the time of reporting for GD & PI ;
  - ✓ **Work Experience certificate** (if any).

**Note: Candidates appearing for the GD & PI should collect the slip showing the marks for work experience (WE) from the concerned in-charge at the center for GD & PI and confirm that the marks awarded are correct. It is to be noted that these marks are awarded based on the correct documentary proofs submitted in support of the claim at the time of GD & PI. Production of documents at a later date will not be entertained for the correction of the WE marks.**

**Stage- V: Declaration of CET 2007 results, Display of Merit list and issue of score card.**

- The candidate should note that the provisional results of CET will be declared before commencement of the GD and PI as well as the provisional results of CET, GD, PI, PAR and WE will be displayed on Internet at <http://www.dte.org.in/mba> . For discrepancy in the provisional merit list, if any, get the corrections done by lodging the grievance at ARCs within the period specified in the schedule.
- The Final merit list will be displayed on the DTE websites [www.dte.org.in/mba](http://www.dte.org.in/mba) as per the schedule.
- The score card will be dispatched to the address of the candidate mentioned in the application form by post.
- The duplicate score card will be issued at DTE,Mumbai on payment of fee Rs. 200/- only after the 15 days from the date of dispatch of original score cards.
- The last date of issue of duplicate score card is **31<sup>st</sup> August 2007**.

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

- In order to participate in the Centralized Admission Process (subject to fulfillment of the eligibility criterion of each round) consisting of First 3 Rounds of CAP, it is MANDATORY to fill up the Online Option Form for each CAP Round and CONFIRM the same at ARC.
- All the candidates having valid application ID & appeared for CET, GD & PI and his/her name appeared in the final merit list are eligible to submit the option form for CAP Rounds.
- Candidates will be able to fill in the Online option form through unique application ID login assigned to the candidates at any of the ARCs mentioned in Annexure-V. *However the candidates can also fill the “CAP Rounds Online Option Form for Admission to MBA/MMS” through any computer connected to Internet, either from home or cyber café and take the printout of the Online submitted Option form for confirmation at the ARC.*
- **It is mandatory to all candidates to confirm the submitted option form at the ARC, otherwise the submitted option form will not be considered for process of allotment. Such candidate is considered as Not-Eligible candidate for the entire subsequent Centralized Admission Process.**
- Option forms received through online submission will only be considered valid for further processing.
- If the candidate fails to submit the option form online or *fails to confirm the option form* at ARC or submits the option form without giving any option, his / her name will not be considered for the allotment.
- No Correction/modification is permitted once the submission of option form is confirmed at the ARC.
- Candidate should fill up the options for the Institutes offering MBA/MMS course and PGDBM course of SIMSREE.

- **Instructions for filling option form for CAP Round-I:**

- Every institute offering MBA/MMS course and PGDBM course of SIMSREE has been allotted a 3-digit code number which is given in the “Annexure -VII” of the Information Brochure.
- **15 options** are made available in the online option form of CAP Round-I. Each option space block is denoted by a serial number 1 to 15.
- The serial number of block indicates preference of choice. Thus the code number of the institute filled by the candidate in block No. 1 will be the first preference.
- The candidate can fill maximum 15 options. The candidate has to fill the institute code against the option number in the online option form. If the candidate desires, he / she can opt for lesser number of options also.
- An interactive interface will be made available to the candidates for selection of University wise Institutes before setting the preferences.
- Once the preferences are set then candidates will be able to submit the option form and will be stored in database as version 1.
- If the candidate wishes to change the option form after submission of 1<sup>st</sup> version and before the confirmation at ARC then he/she is required to submit the fresh option form as per the procedure mentioned above and the second option form will be stored in database as version 2 and so on.
- **It is mandatory to all candidates to confirm the submitted option form at the ARC, otherwise the submitted option form will not be considered for process of allotment. Such candidate is considered as Not-Eligible candidate for the entire subsequent Centralized Admission Process.**
- Option forms received through online submission will only be considered valid for further processing.
- If the candidate fails to submit the option form online or *fails to confirm the option form* at ARC or submits the option form without giving any option, his / her name will not be considered for the allotment.
- No Correction/modification is permitted once the submission of option form is confirmed at the ARC.

**Stage-VII: Confirmation of on-line submitted Option Form of CAP Round-I at ARC**

- Candidate has to confirm the submitted on-line Option Form **at the same ARC** where candidate has earlier done the confirmation of submission of application form.
- Candidate is required to carry CET call letter as a proof of identity for confirmation of option form.
- ARC officer will make online entry (on the website) of the receipt of the option form of CAP Round-I, in the candidate’s online records against the submission of CET call letter.
- Online software application hosted on the website will compile and generate an acknowledgement letter for *latest version of option form* of the candidate
- ARC officer will print two copies of the acknowledgement letter of option form and give one copy of this acknowledgement letter to the candidate after affixing the stamp

& signature of the ARC officer. The ARC officer will keep other copy for the office record.

**Stage-VIII: Display of Allotment, Rules of Reporting to the “Respective Institutes” and confirmation of the admission of CAP ROUND-I.**

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the CAP seats for the MBA/MMS courses and PGDBM course of SIMSREE. The allotment in this round will be done on the basis of options submitted earlier, *inter se merit* of the eligible candidate and available seats at that point of time during the allotment stage/process.

- The allotment of candidates will be displayed on the website of DTE <http://www.dte.org.in/mba> . The candidate is advised to take a printout of the displayed allotment.
- No separate allotment letter will be issued to the candidate.
- The candidate will report and confirm the admission at the **respective Institute** along with the necessary original documents as specified in Appendix-II and full fees. **(Refer Rules of Reporting for CAP Round-I).**
- The respective **Institute** will carry out “**Online Update**” of the confirmation of the candidate’s admission on DTE website through their Institute login immediately when **the candidate is being admitted at the Institute**. The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to ‘Reported Candidate’. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat **(Refer Rules of Reporting for CAP Round-I).**

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

1. All candidates who have secured an allotment out of **First five options** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-I since names of such candidates will be automatically deleted from the subsequent merit lists of remaining CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
  - who have secured an allotment which is not out of first five options  
and
  - who are satisfied with the allotment of CAP Round-I  
and
  - who are no more interested in participating in subsequent rounds of Centralized Admissionhave to confirm the admission by reporting at the respective institute. Such candidates will not be eligible to participate in subsequent rounds of Centralized

Admission. Names of such candidates will be automatically deleted from the subsequent merit lists of remaining CAP rounds.

3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-I, shall not be available for allotment in subsequent rounds of Centralized Admission.

**Stage-IX: Submission and confirmation of online option form for CAP Round-II at ARC**

- All the candidates whose names have appeared in the merit list of such candidates who are eligible to submit the option form for CAP Round-II.
- Candidate is required to pay processing fees of CAP Round-II, Rs.100/- in cash at the ARC and obtain a receipt for the same.
- Candidate should fill up the options for the Institutes offering MBA/MMS course and PGDBM course of SIMSREE in which seats are available for allotment in CAP Round-II.
- **20 options are made available in the online option form of CAP Round-II.**
- Rest of the procedure for submission and confirmation of option form for CAP Round-II are same as CAP Round-I

**Stage-X: Display of Allotment, Rules of Reporting to the “Respective Institutes” and confirmation of the admission of CAP ROUND-II.**

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the CAP seats available for allotment in CAP Round-II. The allotment in this round will be done on the basis of options submitted, *inter se merit* of the eligible candidate and available seats at that point of time during the allotment stage/process.

- The allotment of candidates will be displayed on the website of DTE <http://www.dte.org.in/mba> . The candidate is advised to take a printout of the displayed allotment.
- No separate allotment letter will be issued to the candidate.
- The candidate will report and confirm the admission at the **respective Institute** along with the necessary original documents as specified in Appendix-II and pay full fees. **(Refer Rules of Reporting for CAP Round-II).**
- The respective **Institute** will carry out **“Online Update”** of the confirmation of the candidate’s admission on DTE website through their Institute login immediately when **the candidate is being admitted at the Institute**. The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to ‘Reported Candidate’. The Institute will be bale to view the daily summary of the reported candidates along with fee and document details.
- If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat **(Refer Rules of Reporting for CAP Round-II).**

**Rules of Reporting of CAP Round-II:**

1. All candidates who have secured an allotment out of **First seven options** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the “Respective Institute” as per the secured allotment in the CAP Round-II since names of such candidates will be deleted from the subsequent merit lists of remaining CAP rounds.
2. Candidates (other than those covered in above stated rule no. 1)
  - who have secured an allotment which is not out of first seven options  
and
  - who are satisfied with the allotment of CAP Round-II  
and
  - who are no more interested in participating in subsequent rounds of Centralized Admissionhave to confirm the admission by reporting at the “Respective Institute”. Such candidates will not be eligible to participate in subsequent rounds of Centralized Admission. Names of such candidates will be deleted from the subsequent merit lists of remaining CAP rounds.
3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-II, shall not be available for allotment in subsequent rounds of Centralized Admission.

**Stage-XI: Submission and confirmation of online option form for CAP Round-III at ARC**

- All the candidates whose names have appeared in the merit list of such candidates who are eligible to submit the option form for CAP Round-III.
- Candidate is required to pay processing fees of CAP Round-III, Rs.100/- in cash at the ARC and obtain a receipt for the same.
- Candidate should fill up the options for the Institutes offering MBA/MMS course and PGDBM course of SIMSREE in which seats are available for allotment in CAP Round-III.
- **25 options are made available in the online option form of CAP Round-III.**
- Rest of the procedure for submission and confirmation of option form for CAP Round-III are same as CAP Round-I

**Stage-XII: Display of Allotment, Rules of Reporting to the “Respective Institutes” and confirmation of the admission of CAP ROUND-III.**

This will be a direct allotment round. At the start of this round, total seats available for allotment will be the CAP seats available for allotment in CAP Round-III. The allotment in this round will be done on the basis of options submitted, *inter se merit* of the candidate and available seats at that point of time during the allotment stage/process.

- The allotment of candidates will be displayed on the website of DTE <http://www.dte.org.in/mba> . The candidate is advised to take a printout of the displayed allotment.
- No separate allotment letter will be issued to the candidate.

- The candidate will report and confirm the admission at the **respective Institute** along with the necessary original documents as specified in Appendix-II and pay full fees. **(Refer Rules of Reporting for CAP Round-III).**
- The respective **Institute** will carry out **“Online Update”** of the confirmation of the candidate’s admission on DTE website through their Institute login immediately when **the candidate is being admitted at the Institute**. The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to ‘Reported Candidate’. The Institute will be bale to view the daily summary of the reported candidates along with fee and document details.
- If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat **(Refer Rules of Reporting for CAP Round-III).**

**Rules of Reporting for CAP Round-III:**

1. All candidates who have secured an allotment out of **any one of the options** will not be eligible for subsequent round of admission by counseling irrespective of whether the candidate confirms admission or not. Hence such candidates are advised to confirm the admission as per the secured allotment in the CAP Round-III.
2. Such candidates will not be eligible to participate in subsequent rounds of Centralized Admission. Names of such candidates will be deleted from the subsequent merit lists of remaining CAP round.
3. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-III, shall not be available for allotment in subsequent round of Centralized Admission.
4. Since OMS candidates are not eligible to participate in the last round i.e. Admission by Counseling, Merit list of OMS candidates will be treated as Null and void after completion of CAP Round-III.

**Stage-XIII: CAP Round IV- Counseling round of Admission**

**Available Seats-**

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

**Eligibility-** All Maharashtra State Candidates, whose names have appeared in the Merit list of CAP Round-IV, are eligible to appear for this Counseling Round of Admission.

**Rules of Reporting-**

- **Eligible candidates must report in-person at the venue of “Center of Admission” in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not allowed to participate in this round.**

- Candidate is required to pay processing fees of CAP Round-IV, Rs.100/- in cash at the Center of Admission and obtain a receipt for the same.
- The candidate will report as per schedule at the **Center of Admission** along with the necessary original documents as specified in rule 5.4 and carry part payment of non-refundable fees of Rs.10000/- in cash.
- Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se merit of candidates.
- Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of Rs.10000/- (in cash) and producing necessary documents in original for verification.
- The **Center of Admission** will update the confirmation of the candidate's admission on DTE website through the login immediately.
- Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees as notified by the Shikshan Shulka Samiti **less** Rs. 10,000/- paid by the candidate at **Respective Institute**) as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat as well on the Rs.10000/- paid by the candidate at the **Center of Admission**.

## Annexure –II

### Documents required during the Admission Process

#### **1. Documents required at the time of submission of Application form at ARC:**

Attested zerox copies of the following certificates are required to be submitted at the time of confirmation of submission of Application form at the ARC.

- ✓ Certificate of Indian Nationality<sup>#</sup> in the name of the Candidate
- ✓ Statement of marks of HSC and SSC
- ✓ Statement of marks for the Bachelor's Degree Examination (i.e. the qualifying Degree examination) **in case the candidate has passed the bachelor's degree examination (Candidates who have appeared for final year degree examination have time limit up to 30<sup>th</sup> September, 2007 to produce the same).**
- ✓ Caste certificate (if applicable)
- ✓ Non Creamy Layer certificate (if applicable)
- ✓ Domicile certificate (if applicable), clearly indicating the place of permanent residence of the candidate./father or mother or spouse
- ✓ Certificates in Proforma A, B, C, D, E and F as applicable.
- ✓ Receipt of payment made at post office
- ✓ Any other relevant document

#### **2. Documents required at the time of GD and PI:**

- ✓ Work Experience Certificate in original (if applicable)
- ✓ Undertaking as given in Annexure -IV, signed by the candidate
- ✓ Any other relevant document

#### **3. Documents required at the time of admission at the respective institute:**

- ✓ All original certificates & Attested True copies of (Marklists, MAH-MBA/MMS CET-2007 score card, Work Experience, Caste, Domicile, Proforma (A~E) etc.) as applicable.
- ✓ Any other relevant document

#### **Note:**

1) Candidates have to refer to the detailed schedule for the admission activities of the institute for which the seat is allotted.

2) Backward class category candidates not possessing a validity certificate need not submit the caste validity certificate at the time of admission.

3) # The certificate of Indian Nationality is part of the Domicile certificate, which is usually issued by the Tahsildar/Executive Magistrate/Dy. Collector of the concerned district/Taluka. In lieu of the "Certificate of Indian Nationality" following certificates/documents will also be acceptable-

- **The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.**
- **Indian Passport in the name of the candidate, issued by appropriate authorities.**

### Annexure - III

#### Guidelines for the Admission Process to be carried out by Government Institutes / University Departments / University Managed Institutes/Unaided Institutes:

##### **1.0 Admissions to allottees for the institute**

Admission authority in the institute shall follow the procedure mentioned under rule no. 7.0 for admitting the candidates who have got the allotment through CAP round.

##### **2.0 Admissions to seats remaining vacant after offering admissions through CAP rounds:**

The institutes should update the list of admitted candidates during the reporting period after allotment of CAP rounds on the website: [www.dte.org.in](http://www.dte.org.in) at their institute logins. The seats remaining vacant after offering admissions to the candidates who have come through Centralised Allotment Process are required to be filled up by the respective institutes.

- These admissions should be carried out strictly on the basis of inter se merit of the Candidates who have applied for admission in that institute against vacancies.
- Candidates having Maharashtra candidature should be considered first for the vacancy round. After admitting Maharashtra candidates, if seats still remain vacant then the seats can be offered to eligible OMS candidates.
- All institutes shall notify the total number of vacancies in the institute after offering admissions to the candidates who have come through CAP rounds, by advertisement in the newspaper and on the website of the institute, for inviting application from eligible candidates with MAH-MBA/MMS-CET 2007 score in the CET conducted by the Competent Authority or as per the eligibility criteria specified in rule no. 2.0 for different category of candidates. Detailed schedule of the admission process and vacancies are also to be displayed on the notice board of the Institute.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the inter se merit of the candidates who have applied to the institute. Institutes should display the merit list on their notice boards prior to admissions.
- In **Government Institutes / University Departments / University Managed Institutes /Unaided Institutes**, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled after preparing a common merit list of all the candidates who have applied for the Vacancy round at the respective Institute.
- Under any condition the intake should not exceed the sanctioned intake capacity for that course (excluding the J & K migrant and Foreign National / Foreign students / PIO/ Children of Indian Workers in the Gulf countries).
- **The admission taken under this rule is independent of the admission taken through centralized allotment process conducted by the Competent Authority.** Therefore, the refund rules of the respective institute will be applicable for the cancellation of admission of such vacant CAP seats. Institutes are required to specify their rules of refund on their Notice board, Institute Information Brochure as well as on the institute website before the start of Institute level admission round.
- After admitting the MAH-MBA/MMS-CET 2007, CAT / JMET / MAT / ATMA / XAT qualified candidates, if seats still remain vacant then the institutions have to

apply to the Pravesh Niyran Samiti, Mumbai for obtaining approval for the conduct of additional CET.

### **3.0 Guidelines for the admission process to be carried out for the Management seats:**

- The Principal/Director of the respective Un-aided Management institute shall invite applications for the seats available by giving publicity in atleast two newspapers and on the website of the Institute.
- Information brochure/prospectus of the Institute, which specifies rules of admission, should be published well before the commencement of the process of admission for the management seats. All the information in the brochures should also be displayed on the Institute's website.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal/Director of the respective colleges for admissions.
- These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute and are eligible as per rule no.2.6.
- Rules regarding refund of fees for the cancellation of admission secured against the management seats should be clearly mentioned in the prospectus/ brochure of the institute.

#### **General Notes:**

1. The allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. **The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.**
2. **Rounds of admission for Management seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute**
3. The Principal of the institute has to also update the list of admitted candidates on DTE website through their institute login clearly indicating the stage of their admission like Maharashtra Candidate against vacancy, OMS Candidate against vacancy, Management quota, J&K quota etc. **within 10 days** from the cut off date.
4. Three copies of list are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Principal / Head of the Institute.
5. The regional office of the Joint Director of Technical Education shall verify the supporting documents and forward the list of admitted candidate to the Director, Technical Education along with the remarks of Joint Director for final approval.
6. The DTE and/or Pravesh Niyran Samiti, Mumbai shall accord the final approval to the list of admitted candidates. It is binding on all the Universities to grant enrollment only to the students who are on approved list.

**Important Note:** All the Management institutes are required to complete their admission process on or before **the cut-off date** as specified in the schedule.

## ANNEXURE - IV

### **Details of CET, GD, PI, Distribution of Total Marks and GD-PI, Undertaking etc.**

#### **1.0 The Agency to administer CET, GD AND PI**

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

#### **2.0 The MAH –MBA/MMS-CET 2007**

- The question paper for the CET will be set in English only. Translations in any languages will not be available.
- The CET would be of 2 1/2 (Two and half) hours duration and would have a maximum of 200 marks.
- The CET would be held on Sunday, the 25/02/2007 at 2.00 p.m.
- The CET would have multiple choice objective type questions.
- The CET would not have negative marking.
- There will be no verification of marks or revaluation of answer sheets of the CET
- The marks at the CET would be considered for admission during the current academic year only and would not be allowed to be carried forward to the next year.
- The detailed information and the instructions about the CET and a few sample questions illustrating the nature, variety, scope, pattern, type of questions that will be set for the CET are given in **Annexure VIII** and Sample answer sheet (filled up) and (Blank) is given in **Annexure –IX**.
- The cities in which CET-2007 is conducted are designated as centre for the CET. Each centre will have several venues depending upon the number of candidate due to appear at that centre. A candidate applying for the CET would have the freedom to choose his/her centre but shall not have freedom to choose the venue.
- The venues allotted to the various candidates appearing for the CET would be displayed on web site – [www.dte.org.in/mba](http://www.dte.org.in/mba) under the heading ‘MBA/MMS-CET-2007 Examination venue’ on 16/02/2007.

#### **3.0 The GD AND PI:**

- All the candidates who appear for the CET will be eligible for the GD and PI.
- The batch number, date, time and venue for the GD and PI will be indicated on the call letter for CET, GD and PI.
- *The fees once paid will not be refunded / transferred under any circumstances.*
- The centres for the GDs and PIs will be at Amravati, Aurangabad, Jalgaon, Kolhapur, Mumbai, Nagpur, Nanded, Nashik and Pune.
- Each of the candidates applying for admission to CET will have to choose his/her choice of centre for the GD and PI. However, he / she will not have a right to choose the venue at these centers. The venues for the GD and PI will be indicated on the call letter.

#### 4.0 Distribution of Total Marks:

- The following will be the Head wise distribution of the total marks of 240, on the basis of which the final University wise/ Category wise/ State level Merit lists will be drawn.

<b>Head</b>	<b>Marks</b>
Common Entrance Test (CET)	200
Group Discussion (GD)	17
Personal Interview (PI)	17
Past Academic Record (PAR)	04
Work Experience (WE)	02
<b>Total</b>	<b>240</b>

- The Past Academic Record (PAR) of a candidate will be evaluated as shown below

<b>Percentage</b>	<b>Marks</b>
75% and above marks at SSCE or equivalent examination	02
60% and above but less than 75% marks at SSCE or equivalent Exam.	01
Less than 60% marks at SSCE or equivalent examination	00
75% and above marks at HSCE or equivalent examination	02
60% and above but less than 75% marks at HSCE or equivalent Exam.	01
Less than 60% marks at HSCE or equivalent examination.	00

- The work Experience (WE) of a candidate will be evaluated as shown below :

<b>Work Experience</b>	<b>Marks</b>
3 years and more	02
of 1 year and more but less than 3 years	01
Of less than 1 year	00

- Work Experience earned by a candidate after passing the qualifying examination in a company listed on any of The Stock Exchanges in India or in Central/State/Semi-Government organizations, Public Sector Undertakings and Limited Companies; will only be considered for grant of marks on that count.
- For candidates who have joined their Engineering degree courses after successfully completing their diploma programmes in Engineering, the final year examination of the

diploma programme conducted by the Maharashtra State Board of Technical Education or its equivalent will be considered as an examination equivalent to HSC examination.

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

**UNDERTAKING**

- a) I have read all the Rules of Admission for the current year (2007-2008) and after fully understanding all the rules, I have filled in this application form for admission for the current year.
- b) The information given by me in my application is true to the best of my knowledge and belief.
- c) If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law.
- d) I have not been debarred from appearing at any examination conducted by any Government constituted or statutory autonomous examination authority in India.
- e) I fully understand that the offer of allotment will be made to me depending on my merit inter-se, options given by me and availability of seats at that point of time during the process of allotment.
- f) I hereby agree to conform to any Rules, Acts and Laws enforced by the Government and I hereby undertake that so long as I am a student of the College / Institute I will do nothing either inside or outside the College / Institute which may result in compelling the authorities to take disciplinary action against me under the rules, acts, and laws of good conduct and behavior in general and the ones referred to under Rule 12.0 in particular.
- g) I fully understand that the Principal of the College / The Director of the Institute where I am finally admitted, will have a right to expel, rusticate me from the College / Institution for any infringement of the Rules of good conduct and discipline in general and particularly the ones referred to under Rule No. 12.0 above and the rules of good conduct and discipline prescribed by the Institute / College / University (if any) and in the undertaking given above.

**MAH-MBA/MMS –CET 2007**

**Signature of the Candidate**

**Application ID no.-**

Exam Seat No.                    -

(Name of the Candidate)

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