

GOVERNMENT OF MAHARASHTRA
RULES FOR ADMISSIONS TO THE FIRST YEAR OF TWO YEAR FULL
TIME REGULAR POST GRADUATE DEGREE COURSES IN
MANAGEMENT
NAMELY MASTER OF BUSINESS ADMINISTRATION (MBA) AND
MASTER OF MANAGEMENT STUDIES (MMS)
2003-2004

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1.0 General :

The information given herein is applicable for admission to first year of two year full time regular post graduate degree courses in Management namely Master of Business Administration (MBA) and Master of Management Studies (MMS). 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 nine Non Agricultural / Non Technological Universities in Maharashtra state.

Following are the types of Institutes;

- a) All Government Management Institutes in Maharashtra state.
- b) All University Departments of Management in Maharashtra state.
- c) All Unaided Management institutes in Maharashtra state.

1.1 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 CET , Group Discussion (GD) , Personal Interview (PI) , declare results, effect 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 CAP.
- ✚ “Representative of Competent Authority” means an officer appointed by the Competent Authority to assist Competent Authority for smooth conduct of CET, Group Discussion (GD), Personal Interview (PI) and Centralised Allotment Process.
- ✚ “Government Institute of Management” means an institute run by the state Government.
- ✚ “University Department” means a Department of University which offers post graduate degree programme in Management.

- ✚ “Un- Aided Management Institute” means an institute / College run by a private management with out the support of any grants from the State or Central Government.
- ✚ “Sanctioned intake” means the number of seats sanctioned for admission at 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/ OMS merit list/ J & K Merit list as the case may be.
- ✚ “Candidate” means an applicant for CET who desires to appear for CET, GD and PI with an intention to seek admission to first year of MBA/MMS for the year 2003-04.
- ✚ “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.
- ✚ “Home University” means the University from which the candidate passes the qualifying examination under normal circumstances. In some special circumstances the home University differs from its normal definition.

1.2 Abbreviations used in the brochure :

| | |
|-------|--|
| AICTE | All India Council for Technical Education |
| CAP | Centralised Allotment Process |
| DTE | Director of Technical Education, Maharashtra State |
| HSC | Higher Secondary School Certificate |
| SSC | Secondary School Certificate |
| CET | Common Entrance Test |
| GD | Group Discussion |
| PI | Personal Interview |
| OMS | Outside Maharashtra State |
| PIO | Persons of Indian Origin |
| MBA | Master of Business Administration |
| MMS | Master of Management Studies |

1.3 Institutions Covered under CAP :

All the Management institutions conducting two year full time post graduate courses in MBA/MMS course in the state of Maharashtra having ;

- ✚ Approval from AICTE for two year full time post graduate courses in MBA/MMS course for the year 2003-2004.
- ✚ Recognition by the Government of Maharashtra.
- ✚ Affiliation to any one of the nine Non Agricultural / Non Technological Universities in Maharashtra state.

Except the institutes listed in Admission rule 1.4 are covered Under CAP.

1.4 Institutions not covered under CAP :

Following Institutions are not covered under CAP :

1. Bharati Vidyapeeth's Institute of Management & Entrepreneurship Development, Paud Road, Erandwane, Pune 411 038 which is affiliated to Bharati Vidyapeeth Deemed to be University.
2. Shri Chhatrapati Shahu Central Institute of Business Education and Research, University Road , Kolhapur 416004 which is affiliated to Shivaji University but granted autonomous status as per the orders of the Hon'ble High court of Bombay.
3. Symbiosis Institute of Business Management, Senapathi Bapat Marg, Pune 411 004 which has got deemed to be University status.
4. Shri Vile Parle Kelwani Mandal's Narsee Monjee Institute of Management Studies, V.L.Mehta Road , J.V.P.D. Scheme ,Vileparle (W) , Mumbai 400 056 which has got deemed to be University status.

The above listed institutes conduct their own admission process.

1.5 Seats available for admissions through CAP:

In all non minority Management Institutes / Colleges and University Departments in the State, 85% seats of sanctioned intake capacity will be offered for allotment under CAP. In case of minority Institutes / Colleges, 35% seats of sanctioned intake capacity will be offered for allotment under CAP.

1.5.1 Seats in Non minority Institutions:

- a) **University level seats:** 60% seats of the sanctioned intake capacity for the institutions are available for Admission through CAP for the candidates having Home University status as that University in which the institute is located. 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 these seats.
- b) **State level seats for other University area candidates:** 15% seats of the sanctioned intake capacity for the institutions are available for Admission

through CAP for the candidates belonging to Universities in Maharashtra State other than the University in which the institute is located. Candidates can opt for the seat from any other University (excluding his / her home university) under the provision of 15% State level seats for other University area candidates. 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 these seats.

- c) **Seats for OMS candidates** : 10% seats of the sanctioned intake capacity for the institutions are available for Admission through CAP for the OMS candidates. **No reservation for backward class categories is provided in these seats i.e. these seats are treated as belonging to the “Open Category”.**

1.5.2 Seats in Minority Institutions:

- a) **University level seats**: 25% seats of the sanctioned intake capacity for the institutions are available for Admission through CAP for the candidates having Home University status as that University in which the institute is located. 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 these seats.
- b) **State level seats for other University area candidates**: 7% seats of the sanctioned intake capacity for the institutions are available for Admission through CAP for the candidates belonging to Universities in Maharashtra State other than the University in which the institute is located. Candidates can opt for the seat from any other University (excluding his / her home university) under the provision of 15% State level seats for other University area candidates. 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 these seats.
- c) **Seats for OMS candidates**: 3% seats of the sanctioned intake capacity for the institutions are available for Admission through CAP for the OMS candidates. **No reservation for backward categories is provided in these seats i.e. these seats are treated as belonging to the “Open Category”.**

1.5.3 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 ;

- ✚ 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.
- ✚ The children of officers belonging to Indian Administrative services, Indian Police Services, Indian Forest Services, other officers 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.
- ✚ The children of staff of J&K Police engaged in combating terrorism

The candidates seeking admission against the seats reserved for J&K migrants 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 migrants. The J&K migrant candidates should appear for CET, GD and PI conducted by the competent authority for the year 2003-04.

J&K Migrant candidates are required to pay the fees as prescribed by the respective institutes at the time of admission.

1.6.0 Seats available for admissions with authorities other than Competent Authority

The seats for which the authorities other than the Competent Authority along with the Admission Authority are given in the table shown below.

| Sr. No. | Type of Institute | Admission Authority | Seats for which the admission is made by the concerned Admission Authority | | |
|---------|--|--|--|---|---|
| | | | Management seats - Within the Sanctioned intake | ** Seats for PIOs , Foreign Nationals and Foreign students (Over and above the sanctioned intake) | Minority seats (Only in minority insitutes) |
| 1. | All Govt. / Govt. aided / University Departments | The Director of the Management institute / The Head of the University Department | Nil | 15% seats of the sanctioned intake capacity for the institute. <u>Maximum of 9 seats per institute.</u> | Nil |

| | | | | | |
|---|--|--|--|---|---|
| 2 | All the Non Minority Unaided Management institutes | The Director of the Management institute | 15% seats of the sanctioned intake capacity for the institute | 15% seats of the sanctioned intake capacity for the institute. <u>Maximum of 9 seats per institute.</u> | Nil |
| 3 | All the Minority Unaided Management institutes. | The Director of the Management institute | *15% seats of the sanctioned intake capacity for the institute | 15% seats of the sanctioned intake capacity for the institute. <u>Maximum of 9 seats per institute.</u> | 50% seats of the sanctioned intake capacity for the institute |

*Note : 50% seats of the 15% seats coming under management seats will be filled from the candidates belonging to the minority group/community for which the minority status is granted to that institute and 50% seats of the 15% seats coming under management seats will be filled from the nonminority candidates.

** 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 infra structure facilities for making the admissions against the Over and above the sanctioned intake seats for Foreign Nationals , Foreign Students and PIOs. In the event of non-availability of Foreign Nationals , Foreign Students and PIOs., these seats can not be filled from any other candidates.

1.7.0 Sanctioned intake for various institutes for the year 2003-2004 :

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 intakes for the existing institutes before 30th June 2003.
- ✚ Approvals to start new Management institutes and changes in sanctioned intakes of the existing institutes communicated to the state Government after 30th June 2003 shall not be included in the admission process of the academic year 2003-2004.
- ✚ If AICTE fails to communicate the approvals to start new Management institutes and the changes in sanctioned intakes of existing Management institutes on or before 30th June 2003, the state Government shall proceed with CAP on the basis of the Sanctioned intake capacities for the Management institutes as they were during 2002-2003.

2.0 Eligibility Criteria for Admission to first year of MBA/MMS:

2.1 Eligibility Criteria for admissions against the seats coming under CAP:

In order to secure Admission through CAP to first year of two-year full time MBA/MMS course, the candidate should fulfill the following eligibility criteria;

- ✚ Passed with minimum of 45% marks in **aggregate*** (40% in case of backward class candidates from Maharashtra State only) in any Bachelors 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 Bachelors degree of minimum three years duration in any discipline recognised by the **Association of Indian Universities**.

- ✚ Appeared for the Common Entrance Test (CET), GD & PI Conducted by the Competent Authority for the academic year 2003-2004 and secured nonzero CET score for the year 2003 – 2004.

2.2 Eligibility Criteria for admissions under Foreign National / Foreign student / PIO / Management seats:

In order to secure Admission to first year of two year full time MBA/MMS course under Foreign National / Foreign student / PIO /Management, the candidate should fulfill the following eligibility criteria;

- ✚ Passed with minimum of 45% marks in **aggregate*** (40% in case of backward class candidates from Maharashtra State only) in any Bachelors 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 Bachelors degree of minimum three years duration in any discipline recognised by the **Association of Indian Universities**.

- ✚ Have CAT 2003 score / GMAT 2003 Score / Appeared for the Common Entrance Test (CET) along with GD & PI Conducted by the Competent Authority for the academic year 2003-2004 and secured nonzero CET score for the year 2003 – 2004 /CET, GD and PI conducted by the institute for the academic year 2003-2004 and secured nonzero CET score for the year 2003 – 2004 /any other equivalent examination conducted for the year 2003-04.

2.3 Eligibility Criteria for admissions under Minority seats in Minority institutes :

In order to secure admission to first year of two year full time MBA/MMS course under Minority seats in Minority institutes, the candidate should fulfill the following eligibility criteria;

- + The candidate should belong to the minority community / group for which the institute has secured minority status.
- + Passed with minimum of 45% marks in **aggregate*** in any Bachelors 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 Bachelors degree of minimum three years duration in any discipline recognised by the **Association of Indian Universities**.

- + Appeared for the Common Entrance Test (CET), GD & PI for the academic year 2003-2004 Conducted by the Minority institute and secured nonzero CET score for the year 2003 – 2004 for Minority quota in that particular institute.

Or

Appeared for the Common Entrance Test (CET) along with GD & PI Conducted by the Competent Authority for the academic year 2003-2004 and secured nonzero CET score for the year 2003 – 2004.



Note :

- 1) 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.
- 2) 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 30th September 2003.

3.0 Domicile Status and Home University for Candidates in CAP:

The Domicile status and the Home University of the candidate plays an important role in the CAP. The Domicile status 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 Domicile status and the Home University properly on their application form for CET – 2003.**

| Sr. No. | Type of Candidate | State of Domicile | Home University |
|--|---|-------------------|--|
| 1. | Passing the HSC and qualifying examination(Bachelor's Degree) in Maharashtra state. | Maharashtra | Non-Technical / Non Agricultural University in Maharashtra State from which the qualifying examination is passed. |
| Example : A candidate who has passed HSC from Ahmednagar and qualifying examination from a college affiliated to Amravati University will have State of Domicile as "Maharashtra" and Home University as "Amravati University." | | | |
| 2. | Passing the HSC and / or qualifying examination(Bachelor's Degree) outside Maharashtra state and Father / Mother of the candidate is Domiciled in the State of Maharashtra. | Maharashtra | Non-Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the Head Quarter of the Authority issuing the domicile certificate of Father / Mother is situated. |
| 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 State of Domicile as "Maharashtra" and Home University as "Nagpur University." | | | |
| Note : These candidates should produce the Domicile Certificate of the Father/ Mother at the time of Admission. | | | |
| 3. | Passing the HSC and / or qualifying examination (Bachelor's Degree) outside Maharashtra state and Father / Mother of the 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 2003. | Maharashtra | 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 India or Government of India Undertaking employee) is situated. |
| Example : A candidate who has passed HSC from New Delhi and qualifying examination from a college affiliated to Bangalore University and whose Mother is an employee in a nationalised bank located in Pune will have State of Domicile as "Maharashtra" and Home University as "Pune University." | | | |
| Note : These Candidates should produce Certificate in the pro forma " D" regarding the employment status of them self / Father/ Mother at the time of Admission. | | | |
| 4. | Passing the HSC and / or qualifying examination (Bachelor's Degree) outside Maharashtra state and Father / Mother of the candidate is an employee of the Government of Maharashtra / Maharashtra Government | Maharashtra | Non Technical / Non Agricultural University in Maharashtra state under the jurisdiction of which the place of posting of Father / |

| | | | |
|---|--|-------------|---|
| | 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 2003. | | Mother (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 & Judiciary Department of the Government of Maharashtra who was on Deputation to Supreme Court in New Delhi and returned back to Maharashtra and reported for duty at Mumbai will have State of Domicile as “Maharashtra” and Home University as “Mumbai University.”</p> <p>Note : These Candidates should produce Certificate in the pro forma “ E” regarding the employment status of their Father/ Mother at the time of Admission.</p> | | | |
| 5. | Passing the HSC from a School in Maharashtra and qualifying examination(Bachelor’s Degree) from ;  Babasaheb Ambedkar Technological University (BATU) Lonere in Maharashtra state. Or  Indian Institute of Technology (IIT) Mumbai | Maharashtra | Mumbai University |
| 6. | Passing the HSC from a School in Maharashtra and qualifying examination(Bachelor’s Degree) from Agricultural University in Maharashtra State. | Maharashtra | Non Technical / Non Agricultural University under the jurisdiction of which the Agricultural College is located in the state of Maharashtra. |
| <p>Example :</p> <p>(i) A candidate passing HSC examination from a school in Maharashtra and the qualifying examination from an agriculture college in Kolhapur affiliated to Konkan Krishi Vidyapeeth Dapoli will have State of Domicile as “Maharashtra” and Home University as “Shivaji University.”</p> <p>(ii) A candidate passing HSC examination from a school in Maharashtra and the qualifying examination from an agriculture college in Jalgaon affiliated to Mahatma Phule Agricultural University , Rahuri will have State of Domicile as “Maharashtra” and Home University as “North Maharashtra University.”</p> <p>(iii) A candidate passing HSC examination from a school in Maharashtra and the qualifying examination from an agriculture college in Nagpur affiliated to Punjabrao Deshmukh Agricultural University, Akola will have State of Domicile as “Maharashtra” and Home University as “Nagpur University.”</p> <p>(iv) A candidate passing HSC examination from a school in Maharashtra and the qualifying examination from an agriculture college in Aurangabad affiliated to Marathwada Agricultural University , Parbhani will have State of Domicile as “Maharashtra” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.”</p> <p>Note : In the above illustration , the Agriculture colleges are selected at locations purely on imaginary basis for the purpose of illustration only.</p> | | | |
| 7. | Passing the HSC from a School in Maharashtra and qualifying examination (Bachelor’s Degree) from Yashwantrao Chavan Open University, Nashik | Maharashtra | Non Technical / Non Agricultural University under the jurisdiction of which the guidance centre of Yashwantrao Chavan Open University is located. |

| | | | |
|--|---|------------------------|---|
| Example : A candidate passing HSC examination from a school in Maharashtra and the qualifying examination from Yashwantrao Chavan Open University, Nashik and having guidance centre at Jalna will have State of Domicile as “Maharashtra” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.” | | | |
| 8. | Passing the HSC from a School in Maharashtra and qualifying examination (Bachelor’s Degree) from Maharashtra University of Health Sciences (MUHS) , Nashik. | Maharashtra | 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 in Maharashtra and the qualifying examination from Medical College in Miraj will have State of Domicile as “Maharashtra” and Home University as “Shivaji University.” | | | |
| 9. | Passing the HSC from a School in Maharashtra and qualifying examination (Bachelor’s Degree) from a college in Maharashtra state affiliated to S.N.D.T. Women’s University. | Maharashtra State | 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 in Maharashtra and the qualifying examination from a college in Nashik affiliated to S.N.D.T. Women’s University will have State of Domicile as “Maharashtra” and Home University as “Pune University.” | | | |
| 10. | Passing the HSC from a School outside Maharashtra and qualifying examination (Bachelor’s Degree) from a college outside Maharashtra state affiliated to S.N.D.T. Women’s University and not satisfying any of the conditions stated in Sr. No. 2, 3, 4 above as regards to parent’s status. OR Passing the HSC from a School outside Maharashtra and / or qualifying examination (Bachelor’s Degree) from a college outside Maharashtra state affiliated any University which is not in Maharashtra State and not satisfying any of the conditions stated in Sr. No. 2, 3, 4 above as regards to parent’s status. | Other than Maharashtra | Any other University Note : These candidates will be eligible for the 10% seats of the seats coming under the Purview of CAP in all Management institutes for OMS candidates. |
| Example : 1. A candidate passing HSC examination from a school outside Maharashtra and the qualifying examination from a college in Mandya in Karnataka affiliated to Mysore University and Not satisfying any of the conditions stated in Sr. No. 2, 3, 4 above as regards to parent’s status will have State of Domicile as “Other than Maharashtra” and Home University as “Any other University.” | | | |
| Example : 2. A candidate passing HSC examination from a school outside Maharashtra and the qualifying examination from a college in Bhavnagar affiliated to S.N.D.T. Women’s University will have State of Domicile as “Other than Maharashtra” and Home University as “Any other University.” | | | |

Note : Candidates passing Diploma in Engineering/Technology/Pharmacy and qualifying examination (Bachelor’s Degree) from Maharashtra State will be treated as Maharashtra domicile candidates and their home university will be the Non Technical / Non Agricultural University in Maharashtra State from which the qualifying examination is passed.

3.1 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 Suburb, Ratnagiri, Raigad, Sindhudurg ,Thane |
| 4. | North Maharashtra University | Jalgaon | Dhule, Jalgaon, Nandurbar |
| 5. | Pune University | Pune | Ahmednagar, Nashik, Pune |
| 6. | Shivaji University | Kolhapur | Kolhapur, Sangli, Satara, Solapur |
| 7. | Amravati University | Amravati | Akola, Amravati, Buldana, Washim, Yavatmal |
| 8. | Nagpur University | Nagpur | Bhandara, Chandrapur, Ghadchiroli, Gondia, Nagpur, Wardha |

Note : S.N.D.T. Women's University is not shown in the above table as it has All over India Jurisdiction.

4.0 Allocation and Reservation of seats :

4.1 Allocation of seats with in the sanctioned intake of Non Minority institutes for Home University, Other University area candidates (State level), OMS and for Management seats:

| Allocation of seats within the sanctioned intake of Non Minority institutes for : | Percentage of seats of the sanctioned intake. |
|---|---|
| Home University | 60% seats |
| Other University area candidates (State level) | 15% seats |
| OMS Candidates | 10% seats |
| Management | 15% seats |

Note : For SNTD University 75% seats of the sanctioned intake capacity will be offered for allotment under CAP as State level seats. Candidates from any University in the Maharashtra are eligible under this provision. 10% seats of the sanctioned intake will be available for OMS candidates and 15% seats of the sanctioned intake will be available for Management.

4.2 Allocation of seats with in the sanctioned intake of Minority institutes for Minority Community / Group and Management seats which are not coming under the CAP :

| Allocation of seats within the sanctioned intake of Minority institutes for ; | Percentage of seats of the sanctioned intake. |
|--|--|
| Minority Community / Group | 50% seats |
| Management seats | 15% seats |

4.3 Allocation of seats with in the sanctioned intake of Minority institutes for Home University, Other University area candidates (State level and OMS seats which are coming under CAP:

| Allocation of seats within the sanctioned intake of Minority institutes for ; | Percentage of seats coming under CAP |
|--|---|
| Home University seats | 25% seats |
| Other University area candidates (State level) | 7% seats |
| OMS Candidates | 3% seats |

4.4 Reservation Backward class Candidates :

The percentage of seats reserved for the backward class candidates from Maharashtra State are as per the details in table below. The percentages of reservation are the percentage of the seats coming under the purview of the competent authority. Backward class candidates shall claim the category to which they belong at the time of application.

These are the minimum percentages of reservation exclusive of the backward class candidates taking admission standing on 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 (14 as specified) & 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% |
| Total | | 50% |

Note :

1. All the candidates claiming the reservation for backward classes should produce at the time of admission **“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 considered as backward class in the state of Maharashtra.** Failing to which the candidate will lose the claim for seat allotted on the basis of reservation.
2. The candidates belonging to NT2 , NT3 , OBC 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 1st April 2002.**
3. Candidates belonging to Special Backward Class (SBC) will be offered reservation up to 2% of the seats for the home University in the institute **subject to the condition that any seats remain vacant in the reserved category at the end of stage-2 of University level allotment.**

4.5 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 Government, University managed and Government Aided colleges shall be reserved for physically handicapped candidates. *These seats shall be within the sanctioned intake of the institute.*

- b) As per the provisions of the act in (a) above, out of the three percent reservation for physically handicapped candidates, one (1) percent of seats shall be reserved for blind candidates , one (1) percent of seats shall be reserved for speech and/or hearing impaired (deaf and / or dumb) candidates , and one (1) percent of seats shall be reserved for candidates with orthopedic disorders or mentally retarded candidates.
- c) 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.
- d) 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.
- e) **Certificate required** : The candidate shall produce a certificate, in the prescribed proforma, “F”, from the Director, All India Institute of Physically Handicapped, Mumbai or Civil Surgeon, regarding his or her physical disability, and ability to undergo all parts of syllabus for the normal course.

5.0 Selection basis and Selection Procedure adopted for CAP :

5.1 Assignment of merit number:

5.1.1 Merit Number :

Each Maharashtra state candidate who has submitted application form on or before the last date prescribed for the submission of application form will be assigned a State level Merit Number and an University level Merit number. Separate merit list will be prepared for OMS and J&K category candidates.

5.1.2 Selection basis :

- a) A candidate desirous of seeking admission to MBA / MMS through CAP programme 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 merit list) prepared for admission.

- ✚ The candidate should note that the provisional results of CET , GD & PI are displayed on Internet at <http://www.dte.org.in> .
- ✚ In case the details pertaining to the Home University, State of domicile, 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 admission authority along with documentary proof (Photo copy of the CET application filled) with in three working days (Grievance period) from the date of display of results for CET , GD & PI.
- ✚ 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.

5.1.3 The seats will be allotted to the candidates strictly on the basis of their ranks in the respective merit list (i.e. University Area Wise/ State level / Merit list for OMS candidates / Merit list for J&K candidates etc..) prepared on the basis of the aggregate marks scored by them in the CET , GD, PI and the marks awarded to them for PAR and WE (This aggregate marks is known as final CET score), options given by the candidate and the number of seats available for that candidate.

5.2 Relative merit in case of equal marks :

In the case of candidates securing equal final CET 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 CET scores are the same, the candidate with higher marks in the CET written examination will get first preference.
- b) When the final CET 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 CET 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 CET 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 CET scores, the marks in CET written examination, the marks in PI, the marks in GD, and also the percentage of marks in the HSCE 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.

5.3 Procedure for CAP :

The CAP has following stages;

- ✚ Procurement of application form for CET 2003.
- ✚ Submission of application form for CET 2003.
- ✚ Collection of call letter for CET 2003.
- ✚ Appearing for CET 2003 at the designated venue as mentioned in the call letter.
- ✚ Appearing for GD & PI at the designated venue as mentioned in the call letter as per schedule.
- ✚ Submission of Option Form duly filled at respective GD & PI Centres.
- ✚ Checking of the result on provisional merit list.
- ✚ For discrepancy, if any, get the corrections in the merit list by launching the grievance within the period specified.
- ✚ Display of allotment by DTE.
- ✚ Checking of the allotment and reporting at the institute where the seat is allotted along with the necessary documents as specified in rule 5.5.4 and fees as prescribed by the respective institute.
- ✚ Confirm the admission at the institute where the seat is allotted.

5.3.1 Submission of application for CET 2003 :

- ✚ The Candidates are required to send their application forms for CET 2003 complete in all respects by ordinary post so as to reach the address printed on the envelope given for application form **on or before 5.00 p.m. on 03/06/ 2003.**
- ✚ In case, the candidate intends to send the CET 2003 application forms by Registered post / Speed post / Courier, they can do so by sending the same to **“The Directorate of Technical Education, P.O. Box No. 1967, 3, Mahapalika Marg, Mumbai - 400 001.”** Applications delivered by hand will also be accepted at the above address only on **03/06/2003, between 11.00 a.m. to 5.00 p.m.**

Note : Application forms received either by hand delivery or by post after 03/06/2003, 5.00 p.m. will not be considered for CET.

5.3.2 Appearing for CET 2003:

- ✚ The CET 2003 is scheduled on 22/06/2003 at 14.00 hrs.
- ✚ The candidates have option to select any one of the centres (either inside Maharashtra state or outside Maharashtra state) from the list of centres given on the Application form for CET 2003.
- ✚ Candidates are required to collect call letters and admit cards at respective Examination Venues on 21/06/2003. The names of the venues are made available on 17/06/2003 on web site : www.dte.org.in folder **MBA/MMS CET 2003 – 04 for Examination venue**

5.3.3 Appearing for GD & PI as per schedule :

- ✚ Each of the candidates appearing for GD and PI will have to pay a fee of Rs. 400/- for GD and PI, on the date on which the GD and PI is scheduled and before the GD, by a Crossed Demand Draft drawn in the favour of **“Joint Director of Technical Education”** payable at the place mentioned in the table below depending on the centre where the candidate desires to appear for his/her GD and PI:

| Centre for GD & PI | Payable at |
|-------------------------------|-------------------|
| Amravati | Amravati |
| Aurangabad | Aurangabad |
| Jalgaon | Nashik |
| Kolhapur | Pune |
| Mumbai | Mumbai |
| Nagpur | Nagpur |
| Nanded | Aurangabad |
| Pune | Pune |

- ✚ Candidates have to appear for GD & PI as per the schedule mentioned on their admit card at the designated Venue.
- ✚ The candidates have option to select any one of the centres for GD & PI from the list of centres given on the Application form for CET 2003. It is to be noted that the Candidates appearing for CET 2003 outside Maharashtra have option of only Mumbai, Pune and Nagpur centres for GD & PI.
- ✚ The candidates appearing for GD & PI have to produce the following original certificates at the time of reporting for GD & PI ;
 - ✍ Statement of marks for SSC and HSC examinations (or equivalent examinations).
 - ✍ Work Experience certificate (if any).

Note : The candidates appearing for the GD & PI should collect the slip showing the marks for past academic record (PAR) and 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 PAR & WE marks.

1. Instructions for filling option form :

1. **27 options** are made available on the option form .
2. The serial number of block indicates preference of choice.
3. Every institute has allotted code number in the Annexure “ IV” of the Information Brochure
4. The candidate should darken the ovals by HB pencil only indicating the code number of the institute as per Annexure “ IV” for options with preference.
5. The candidate should write Roll No. & Name at the space made available in the option form.
6. The candidate should sign on the form.
7. The candidate can mention maximum 27 options. He can opt for lesser number of options.
8. If the candidate fails to submit the option form or submits the option form without giving any option, his / her name will not be considered for the allotment but the candidate is eligible for admission at Institute Level.
9. **The candidate should submit the option form at the respective GD & PI Centres on or before 02/07/2003.**

5.3.4 Documents required at the time of admission :

The candidates reporting for admission should have the following certificates in original at the time of attending admission round as per the allotment given through CAP at the respective institutes ;

- ✍ 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 de gree examination have time limit up to 30th September 2003 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 father / mother.
- ✍ Certificates in Pro forma A,B,C,D,E,F as applicable.

Note : The candidates have to refer to the detailed schedule for the admission activities for the institute for which the seat is allotted.

6.0 Allotment for the seats coming under the preview of competent authority :

6.1 Direct Allotment for Maharashtra State candidates:

Allotment for seats coming under CAP is carried out as per the logic explained in the stages below.

- ✚ The direct allotment of seats coming under CAP will be done through computer as per the merit of the candidate, options given by the candidate and the availability of the seats. Allotment for State level seats for other university area candidates and University area seats is carried out in different stages as per the logic specified in rule no. 6.1.1.
- ✚ The highest possible option secured by the candidate from amongst the options given by the candidate is retained as final allotment.
- ✚ The final allotment list will be displayed on DTE website <http://www.dte.org.in>
- ✚ 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 list 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. The admission will be confirmed at the respective institute only after scrutiny of documents and payment of the fees as prescribed by that institute.

6.1.1 Logic for allotment

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.

Stage -I – All the candidates (open/reserved) of all the categories as per University area merit list / State level merit list will be considered for allotment as per their University area /State level *inter se* merit. Reserved category candidates shall be admitted in open category by virtue of their merit or in their respective category of reservation if open category seats are not available as per their merit. SBC category candidates shall be admitted in open category by virtue of their merit.

Stage -II: 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 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 choices given.

Stage -III: 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)
ii) Nomadic Tribes (NT-1)
- Group 3 : i) Nomadic Tribes 2 (NT-2)
ii) Nomadic Tribes 3 (NT-3)
iii) Other Backward Class (OBC)

The reserved category candidates already allotted in Stage-I 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 choices given. 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: The seats remaining vacant in reserved categories after completion of Stage -III, shall be made available to the candidates of all the reserved categories together, on the basis of their University Area / State level *inter se* merit. The reserved 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 choices given. 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 reserved categories combined together.

Stage -V : After completion of Stage-IV, the seats remaining vacant, if any, shall be allotted with reference to University area / State level *inter se* merit of all the candidates (open/reserved) in the University Area / State level for allotment against upward choice. The 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 choices given. Due to upward shifts, the vacancy created shall be allotted by running the complete iteration from top of the University area /State level *inter se* merit list of all categories put together.

Note : Stage II will be carried out for home University seats only.

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

The round of admissions for 10% seats reserved 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 given by the candidate and the availability of the seats. The best possible option is retained

as final allotment. The final allotment list will be displayed on DTE website <http://www.dte.org.in> All the candidates will have to report for admission to the institute in which the seat has been allotted as per the schedule of that institute. No personal communication in this regard will be carried out.

The candidates securing allotment will confirm the admission by reporting at the respective institute mentioned in allotment list with the original certificates needed for admission on or before the last date specified for the same. The admission is confirmed only after scrutiny of documents and payment of the fees as prescribed by the respective institute.

6.3 Admission Round for J&K Migrant candidates :

The candidates seeking admissions against the seats that are reserved for the sons and daughters of displaced migrants from J & K Valley and the defence and civil service personnel engaged in fighting against terrorist activities will report for admission to the **Director, Sydenham Institute of Management Studies and Research and Entrepreneurship Education (SIMSREE), Churchgate, Mumbai 400 020**, as per the detailed schedule that will be notified at an appropriate time later. The Director, SIMSREE, Mumbai will be the Admissions Authority for the purpose. These admissions will be made strictly in order of merit from amongst the candidates who are eligible for the J & K quota and who present themselves for admission at SIMSREE, as per the schedule, against the vacancies available in the various Institutes at the point of time when the candidate actually reports for admission. The candidates will have to confirm the admission accepted by him/her by paying the requisite amount of **fees** as prescribed by the respective institute by crossed Demand Drafts drawn in favour of **“Director, Sydenham Institute of Management Studies and Research and Entrepreneurship Education”, payable at Mumbai**. The admissions once confirmed shall be FINAL and candidates shall not be allowed to seek transfer of their admission to some other institution. The candidates claiming admission against J & K quota will have to produce evidence in support of their claims.

A candidate who reports later than the time when his/her rank in the merit list required him/her to do so, will be considered for admission against the seats that are vacant and are available at that point of time in various institutions. He / She will not be eligible and will not be considered for admission against a seat that would have been offered to him/her at his/her rank in the merit list had he / she reported on time.

6.4 Admissions to Foreign nationals / Persons of Indian Origin:

The principals/ Directors (in case of University departments) of the respective Non Govt. Aided, University Managed, Un aided Engineering Colleges and University departments shall invite applications for the seats reserved for Foreign nationals / persons of Indian Origin by giving wide publicity in the newspapers and website etc.

Aspiring candidates fulfilling the eligibility criteria for Foreign nationals and PIOs and educational qualification as mentioned in the rule 2.0 shall directly

contact to the Principals/ Directors of the respective colleges/ Departments for admissions. These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester / year for the current academic year.

The admission against these seats is permitted to the institutes only after the institute gets a certificate from AICTE regarding the availability of facilities for creation of supernumerary seats. If any seats available for Foreign nationals / Persons of Indian Origin 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:

7.1 The candidates are required to report at the respective institutes where the seat has been allotted and confirm their admission by paying the fees after scrutiny of all the necessary documents substantiating the claims made on the application form at the institute. The candidate shall report to the respective institutes as per the notified schedule. If a candidates fails to substantiate the claims made on the application form & fails to pay the requisite fees, the seat allotted to him / her shall stand cancelled.

8.0 Vacancies remaining after offering admissions through CAP :

The seats remaining vacant after offering admitting the candidates who have come through Centralised Allotment Process may be filled in by the managements of the respective institutes on the basis of inter se merit of the candidates who have applied for admission in that institute against vacancies which are well notified by the concerned institutes till such date as may be permitted by the respective universities. The procedure for filling these vacant seats is as follows;

- + Un – Aided colleges shall notify the vacancy position in the institute after offering admissions to the candidates who have come through CAP by advertisement with wide publicity for inviting application from eligible candidates with CET 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.
- + Admission at the institute level shall be conducted strictly as per the merit list of the candidates. Institutes should display the merit list on their notice boards prior to admissions.
- + **Under any conditions the intake should not exceed the sanctioned intake capacity for that course (excluding the J&K and Foreign National /Foreign students / PIO seats).**
- + The admission taken under this rule is independent of the admission taken through centralized allotment process conducted by the competent authority.

8.0 Fees : Candidates who secure admission for the first year of MBA/MMS are required to pay the fees as prescribed the respective institute.

9.0 Age limit:

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

10.0 Miscellaneous :

- 10.1 The candidates shall register their complaints/grievances if any, along with a deposit of Rs.100/- to the representative of competent authority for the respective university area. The Representative of the Competent Authority shall investigate the complaints/grievances on the basis of evidence tendered to and / or records and give decision which shall be final and shall be binding on the candidate. If the complaint / grievance is settled in his / her favour, the deposit of Rs.100/- paid by the candidate shall be refunded to him / her immediately.
- 10.2 The candidates are informed that the medium of instruction, for the MBA/MMS programmes in all the Universities in the State, is **English**.
- 10.3 **At the time of seeking admissions, a candidate will be provisionally admitted to MBA /MMS programme at a college / an institute subject to the production of the Provisional Eligibility Certificate from the University to which the college / institute is affiliated or by which the College / Institute is recognized, and its subsequent confirmation by the University. Each of the candidates is advised to ensure before applying for admission to the 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. Likewise, candidates possessing only degrees awarded after successful completion of regular, full time courses with a minimum of 3 years duration after 10 + 2 stage are considered eligible for MBA / MMS programmes by a number of Universities.**
- 10.4 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.
- 10.5 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 .
- 10.6 **If the Admissions 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 Government.

- 10.7 The Government shall not ordinarily approve of such admissions unless sufficient justification for the same comes to the fore, after due enquiry in the matter. The Government may take appropriate disciplinary action against the concerned officer(s) and shall impose a fine on the defrauding / erring institution which may vary between a minimum of 15% and a maximum of 150% of the relevant fees prescribed by the respective institute for each excess admission. The fine shall be deposited into the Government treasury and credited to the account of the Technical Education Department.
- 10.8 The Government may consider to grant such an approval as it may deem fit for the excess admissions done, if a report about such excess admissions is communicated to the Government not later than 25 days from the date of such admissions.
- 10.9 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. 100/- in cash or by Demand Draft in favor of Director of Technical Education, Mumbai.

11.0 Conduct and Discipline

- 11.1 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.
- 11.2 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 behaviour 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.
- 11.3 The candidates applying for admission against the seats reserved for the candidates belonging to backward classes or minority communities as provided for in these Rules, should note that only those candidates who actually belong to the tribes, castes and communities that are so designated by the Government will be eligible for the concession.

11.4 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 preferred to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final and binding on all concerned.

11.5 **Each of the candidates seeking admission to MBA / MMS programmes is required to give the following undertakings at the time of GD and PI :-**

- a) I have read all the Rules of Admission for the current year (2003 - 2004) and after fully understanding these 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) I have not been debarred from appearing at any examination conducted by any Government constituted or Statutory autonomous examination authority in India.
- d) 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 when I report to the institute according to the schedule of admission.
- e) 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 behaviour in general and the ones referred to under Rule 11.2 in particular .
- f) 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 Nos. 11.2 and 11.4 above and the rules of good conduct and discipline prescribed by the Institute/ College / University (if any) and in the undertaking given above.

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

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be

punished with imprisonment for a term up to 2 years and / or penalty which may extend to ten thousand rupees.

- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
 - d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
 - 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.
-

Pro forma – A

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

CERTIFICATE

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

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

Date :

Head of the Office

Place :

**Seal of the
Office**

Pro forma – B

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

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 :

Name of the members on the ration card :

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

Date :
Place :

Head of The Office
Migrant / Refugee Camp

Pro forma – C

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

(Refugees staying with relatives)

CERTIFICATE

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

This certificate is issued for the purpose of his / her admission to Post Graduate Degree course in Management

Date :
Place :

District Collector

Pro forma – D

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

CERTIFICATE

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

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

Shri / Smt. is transferred 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.

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
Joining report

Pro forma – E

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

CERTIFICATE

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

This Organisation /Establishment / Department is under
Department of Maharashtra State 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.

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
Joining report

Pro forma – F

(For Physically Handicapped Candidates)

(For P1, P2 and P3 Candidates)

CERTIFICATE

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

..... on He / She has

.....
(Name of the Physical Disability)

which comes under the sub category

Blindness.

Speech & Hearing impaired.

Orthopedic disorder.

The percentage of handicap is%.

The candidate is capable of carrying out all activities related to theory and practical works

as applicable to degree course in Engineering / Technology without any special

concessions and exemptions.

This certificate is issued for the purpose of his / her admission to Post Graduate Degree

course in Management.

Photograph of the
candidate showing the
Physical disability

Date :

Place :

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

ANNEXURE "I"

INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM **For admission to MBA/MMS programme for the year** **2003 - 2004.**

A) General Instructions

1. Please note that there are separate applications forms as under;

- a. Application form costing Rs 500/- for Reserved category Candidates belonging to Maharashtra State i.e. Candidates having relevant Caste certificate issued by the Maharashtra State Authorities.
- b. Application form costing Rs 700/- for Open Category Candidates from Maharashtra State and all other Candidates i.e. Outside Maharashtra State (OMS) and J & K Migrant Candidates.

It is the responsibility of the applying candidate to ascertain his / her category status and select the application form prescribed for that particular category.

If a candidate fills an application prescribed for another category , the candidate will be considered in that category for all further processes of admission.

Example :

- ✚ If a reserved category candidate fills an application prescribed for Open category , for all further processes the candidate will be considered as belonging to open category.
- ✚ If an Open category candidate fills an application form prescribed for Reserved Category and selects any one of the reserved categories on the designated box , then the candidate will be disqualified from the Admission process if he / she fails to produce the necessary documentary proof to support his / her reserved Category claim at the time of reporting at the institute for confirmation of admission.
- ✚ If an Open category candidate fills an application form prescribed for Reserved Category and does not select any one of the reserved categories on the designated box , then the candidate will be treated as belonging to Open category Candidate for Admission process . However Such candidates have to pay the cost of application form prescribed for open category to the Directorate of Technical Education, M. S, Mumbai before confirming the admission.

2. Please read the Information Brochure carefully and completely before filling in the Application Form. Please fill the application form strictly as per the instructions given for filling the application form and put the signature at the designated box without fail. **Filled application forms without signature of the candidate will be rejected.**

3. The Application Form would be read by a Computerized Optical Mark Reader (OMR). The information is to be filled-in by using **HB Pencil only** and for each item of information corresponding ovals are required to be darkened.

4. In case any correction is required to be made, the earlier darkening of the oval is to be erased properly and cleanly and then new oval is to be darkened.

5. Please note that you are personally responsible for the accuracy of information and indicating the information in the desired manner.

6. **The application form and option form is already folded in a particular manner.**
After filling in this application form, it should be folded in exactly the same manner and kept in the envelope provided for the Application Form. The envelope should bear the application form number in the space provided therefore. **The application form is to be sent by post so as to reach the Pre printed Address on the Envelope on or before 5.00 p.m. on 21/06/2003. Application forms received after the last date will not be considered for CET 2003.**

After filling in this option form, it should be folded in exactly the same manner and kept in the envelope provided for the option Form. The envelope should bear the application form number in the space provided therefore. **The option form is to be submitted at the time of GD, PI at the venue mention in the call letter. Option form received after the last date of GD, PI will not be considered for CET-2003 for that centre. Option form will be only accepted at the GD, PI centre as mentioned in the call letter.**

7. **While sealing the envelope please ensure that the pasting-gum does not come in contact with the application form.**

8. Do not send any certificate/document with the application form. Keep the application form clean and dust-free . **Do not staple, wrinkle or tear the application form.**

9. The Test Centre or the Centre for Group Discussion (GD) & Personal Interview (PI) once chosen will not be allowed to be changed .

B) How to fill-in the Application Form

This section illustrates how the information in each box is required to be filled in. Please refer to Specimen filled-in Application Form on Page Nos. 41 & 42

Side “1”

Box No 1: Name of Candidate

Write your name in the 26 spaces that are provided for writing the name. Between any two parts of the name one box is to be left blank. Just below each box a column of 26 ovals each containing a letter of the alphabet is provided. The corresponding oval to each letter is required to be darkened. In our example the name of the candidate is **‘Sangeeta Joshi’**.

See how she has written the name leaving one oval blank between “Sangeeta” and “Joshi” and by darkening the corresponding ovals.

Box No.2: Gender

Appropriate oval is to be darkened.

Box No.3: Application Form No.

Each application form is machine numbered. This application form number. appears vertically on the right side of Box No. 3. You are required to copy this application form number in the spaces provided in the Box No. 3 and then darken the corresponding ovals from the respective columns below the various digits.

Box No.4: Status of PH

This box indicate the status of Physical Handicap of the candidate. Darken the appropriate oval as applicable for your case.

- PH1- Visually impaired
- PH2- Speech and / or hearing impaired
- PH3- Orthopedic disorders
- PH4- No Physically Handicapped

Please refer rule 4.5

If any candidate fails to select any one of the ovals in Box No. 3, then he / she is treated as having no Physical handicap.

Box No.5: Stream

In this box you have to indicate which educational stream from which you have passed the qualifying Examination. Darken the appropriate oval corresponding to your educational stream.

Box No.6: City of your Address

This box is provided so that you have more spaces for indicating other details of your address in address column. In this box only the name of the city, i.e. Pune, Nagpur, New Delhi, Karnal, Solan, Mumbai, Bangalore, Ranchi, etc. as the case may be, of your address is to be indicated. Please write the name of the city in your address, in the blank spaces provided therefor and darken the corresponding ovals from respective columns below the various letters.

Box No. 7: Percentage of Marks

In this column percentage of marks scored by you at the qualifying examination is to be indicated. If the percentage of marks is a decimal fraction , then it should be rounded off to the **previous integer**. For example a candidate scoring 64.7% marks should indicate 64%, likewise a candidate scoring 64.3% should also indicate 64%. In case Grades are given, convert the same into equivalent percentage. **If your result has not yet been declared, keep this box blank.**

Please write the rounded off percentage of marks in the blank spaces provided therefor and darken the corresponding ovals from respective columns below the various numbers.

Box No. 8 : Date of Birth

In this box you have to indicate your date of birth. In our example, the date of birth of the candidate is 4th March, 1973. See how that is entered. Note that any single digit date is to be pre-fixed by "0". Observe how in our example the candidate has darkened "04" for the date and corresponding ovals for the month and year.

Please write your birth date, month and year of birth in the blank spaces provided therefor and darken the corresponding ovals from respective columns below the various entries.

Box No. 9 : Centre Code (Outside Maharashtra)

This Box is for Candidates appearing for CET – 2003 outside Maharashtra State. Select the centre for CET – 2003 according to your convenience by darkening the corresponding ovals . **Please note that the centre for GD & PI for candidates appearing for CET – 2003 outside Maharashtra state at Mumbai, Nagpur and Pune only.**

Please remember that the CET Centre or the Centre for the Group Discussion (GD) & Personal Interview (PI) once chosen will not be allowed to be changed.

Candidates appearing for CET – 2003 within Maharashtra State need not fill this box and shall leave it blank.

Box No. 10 : Centre Code (Within Maharashtra)

This Box is for Candidates appearing for CET – 2003 within Maharashtra State. Select the centre for CET – 2003 and GD & PI according to your convenience by darkening the corresponding ovals . **Please note that there are no centres for GD & PI at Latur , Nasik and Ratnagiri , the candidates appearing for CET – 2003 at these places shall select the centre for GD & PI at other places according to their convenience.**

Please remember that the CET Centre or the Centre for the Group Discussion (GD) & Personal Interview (PI) once chosen will not be allowed to be changed.

Candidates appearing for CET – 2003 outside Maharashtra State need not fill this box and shall leave it blank.

Box No. 11: State of Domicile

Indicate State of Domicile as "Maharashtra" by darkening the oval in front of Maharashtra or Domicile as "Other Than Maharashtra" by darkening the appropriate oval as mentioned in rule 3.0 .

If a candidate fails to choose any one of the options , he / she is treated as belonging to "Other than Maharashtra state" i.e. as OMS candidate.

Box No. 12: Home University

Darken the oval in front of the Name of the University from which you have passed the Qualifying Examination or are going to appear at the same.

If a candidate fails to select any one of the Universities in this box , then he / she will be treated as belonging to “any other University “ i.e. as OMS candidate.

Box No. 13 : Do you wish to apply for a seat reserved for J & K Migrants?

If you are eligible for a seat under the J & K quota as per Admission rule 1.5.3 and if you wish to apply for a seat there under darken the oval against “YES” else darken the oval against “NO” . Please confirm before darkening the oval against YES that you are eligible for a seat under J & K quota.

Box No. 14: Are you interested in a seat in S.N.D.T. Women’s University?

Since the jurisdiction of the SNDT Women’s University is the entire country, 75% seats of the total intake capacity are reserved for the female candidates enjoying their Domicile status as Maharashtra State as per the provisions of rule 3.0 and 10 % seats of the total intake capacity are reserved for candidates enjoying their Domicile status as Outside Maharashtra.

In this box you have to indicate whether you are interested in a seat against the 75% seats of the total intake capacity reserved for female candidates at the S.N.D.T. Women’s University’s Janakidevi Bajaj Institute Of Management , Mumbai

Therefore, if you are a female candidate enjoying the Domicile status as Maharashtra State and wish to be considered for a seat in SNDT Women’s University’s Institute of Management, darken the oval against “YES” .

Female candidate with state of domicile as “ Other than Maharashtra” and home university status “ Any other university” need not fill these block as they are considered against 10% seats of SNDT woman’s university reserved for OMS candidates.

The Male candidates should leave this box blank.

Side “2”

Box No. 15 : Address

Box No. 16 provides for four parts of twenty spaces each for indicating four lines of your address. In this box your name and the name of the city of your address is NOT to be written. Since they are already written in columns 1 and 7 respectively they are not to be repeated here. Please write other parts of your address in the blank spaces provided therefor and darken the corresponding ovals from the respective columns below the corresponding letters.

Study the following examples carefully.

In our example the complete address of the candidate is as follows :

| | |
|-------------------|------------|
| Sangeeta Joshi | (1st line) |
| C-302, Dahivali | (2nd line) |
| L.M.Road, Dahisar | (3rd line) |
| Mumbai- 400 068. | (4th line) |

Please see in the illustration how the candidate has indicated 1st, 2nd, 3rd and 4th line of his address. He has not repeated the name and city of his address in Box No. 15.

In case your address can be accommodated in just two or three lines, you should keep the remaining part(s) blank.

The following is another illustration of an address :

Kunal Wadekar
 Flat No. M.9 (1st line)
 Chitaranjan Park (2nd line)
 Pune - 411019

In this example "Flat No. M.9" is to be indicated in the first line of address and "Chitaranjan Park" is to be indicated in the second line of address. Third and fourth lines of address would be kept blank.

In case there is a continuation of a word from one line to another, darken oval for "-" (hyphen (second last oval)) at the end of line which continues to the next line. In such cases oval for "," (coma (last oval)) should be darkened to indicate separation between the lines.

In case your address contains Roman Numerals (V,VI, etc), you should darken oval(s) corresponding to their Arabic Numeral equivalents (i.e. 5,6 etc.).

Illustrations are as follows:

Illustration 1 :

House No. 3011
 Block - IV
 Pocket - VIII
 Vasant Kunj
 Aurangabad - 431007

The above address would be indicated as follows :

FIRST LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|--|---|---|--|---|---|---|---|--|--|--|--|--|--|--|
| H | O | U | S | E | | N | O | | 3 | 0 | 1 | 1 | | | | | | | |
|---|---|---|---|---|--|---|---|--|---|---|---|---|--|--|--|--|--|--|--|

SECOND LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
| B | L | O | C | K | - | 4 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|

THIRD LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|
| P | O | C | K | E | T | - | 8 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|

FOURTH LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|---|--|--|--|--|--|--|--|--|--|
| V | A | S | A | N | T | | K | U | N | J | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|---|--|--|--|--|--|--|--|--|--|

Illustration 2 :

House No. 2883
 Gali Hanumant Rai
 Opposite Ramlila Ground

Netaji Subhash Chandra Bose Marg
Nagpur - 440020

Since the address is long, some of the words like "House No." may be excluded. The lines may overflow to the next line hence "," is used as demarcation between the lines. "-" is used to indicate words broken between the lines.

FIRST LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|--|--|
| 2 | 8 | 8 | 3 | , | G | A | L | I | | H | A | N | U | M | A | N | T | | |
|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|--|--|

SECOND LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|
| R | A | I | , | O | P | P | O | S | I | T | E | | R | A | M | L | I | L | A |
|---|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|

THIRD LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|
| G | R | O | U | N | D | , | N | E | T | A | J | I | | S | U | B | H | A | - |
|---|---|---|---|---|---|---|---|---|---|---|---|---|--|---|---|---|---|---|---|

FOURTH LINE

| | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|---|---|---|---|---|---|--|---|---|---|---|--|---|---|---|---|
| S | H | | C | H | A | N | D | R | A | | B | O | S | E | | M | A | R | G |
|---|---|--|---|---|---|---|---|---|---|--|---|---|---|---|--|---|---|---|---|

If your address is long, you may arrange in some combination of alternatives suggested above. Please ensure that all the critical information is suitably include in the address.

Box No. 16 : PIN Code

PIN Code of your address is to be indicated in the box . Please write the PIN Code of your address in the blank spaces provided therefor and darken the appropriate ovals from the columns below the various numbers.

Box No. 17: Signature with Date

Put your signature in Box No. 17 with date.

C) Special Instructions

1. Before posting the Application Form please ensure that you have indicated all the required information.
2. Please remember that only darkened ovals are read by the OMR.
3. Please remember that your Call Letter would be issued in the name that you have entered and would be posted to the address that you have indicated by darkening the ovals in the application form. Therefore, please check the accuracy of darkened ovals in the Boxes.
4. In the event of non-receipt of Call Letter, you should approach for issue of Duplicate Call Letter. The Duplicate Call Letter would be issued by the Co-ordinator at the designated centres between 2.00 p.m. to 5.00 p.m. on 19/07/2003.
5. As a reference , keep a photocopy of the application form submitted.

ANNEXURE "II"

Specimen Application form

ANNEXURE “III”

DETAILS OF CET, GD AND PI AND DISTRIBUTION OF TOTAL MARKS.

1. THE AGENCY TO ADMINISTER THE CET, GD AND PI

The CET, the GD and the 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. THE CET

2.1 The question paper for the CET will be set in English and Marathi Languages only. Translations in any other languages will not be available.

2.2 The CET would be of 2 1/2 (Two and a Half) hours duration and would have a maximum of 200 marks.

2.3 The CET would have multiple choice objective type questions.

2.4 The CET would not have negative marking.

2.5 There will be no verification of marks or revaluation of answer sheets of the CET.

2.6 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.

2.7 The detailed information and the instructions about the CET and a few sample questions illustrating the nature, variety, scope, pattern, type of questions that will be set for the CET are given in **ANNEXURE “VI”**.

2.8 The CET would be held on Sunday, the 20/07/2003 between 2:00 p.m. to 4:30 p.m.

2.9 The cities in which CET-2003 is conducted are designated as centres 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.

2.10 The venues allotted to the various candidates admitted to the CET would be communicated to them through the Call Letter.

2.11 The Competent Authority for admission (D.T.E.) will publish the CET centre wise / alphabetical order list of candidates on Internet at www.dte.org.in on ----- . The candidates will have to check the venue for CET against their name. The candidates have to report at the designated venue one day prior to the date of CET i.e. on ----- between 10:00 a.m. to 6:00 p.m. with two copies recent passport size photographs. The candidate will have to produce at list one proof of identity in the form of passport /Election ID/ PAN card/ Identity card of institute or company/ driving license etc., to the authorities at the venue and claim the call letter from the authorities and affix photograph on the call letter at the designated place on the call letter.

| Sr. No. | Name of the Centre | Authority issuing Duplicate Call letter |
|----------------|---------------------------|--|
| 1 | Amravati | The Head of Department, Department of Business Administration & Management, Amravati University Campus, Tapovan Road, Amravati-444 602. Tel. No. (0721) 2662 358 / 2662 249./ Fax: (0721) 2662 135 |
| 2 | Aurangabad | The Director, Dr. Babasahed Ambedkar Department of Management Science, Marathwada University, Dr. Babasahed Ambedkar Marathwada University, Aurangabad- 431 004 Tel No. (0240) 2334 431 to 436 Fax: (0240) 2334 297 |
| 3 | Mumbai | The Director Jamnalal Bajaj Institute of Mangement Studies, 164, Backbay Reclamation, Road No. 3, Mumbai- 400 020 Tel No. (022) 22024118/22025153 |
| 4 | Nagpur | The Director, Department of Business Management, Law College Compound, Nagpur University, Amravati Road, Nagpur 440 001. Tel No. (0712) 2525 389 Fax : (0712) 2525 389 |
| 5 | Jalgaon | The Dean Commerce Faculty North Maharashtra University, Umavi Nagar, Post Box No. 80 Jalgaon-425 001. Tel No. (0257) 2252187/ 90 Ext. 446 Fax: (0257) 2252 183 |
| 6 | Pune | The Head of Department , Department of Commerce and Management Sciences, Pune University, Pune University Campus, Ganesh Khind, Pune-411 007. Tel. No. (020) 356 061 Fax : (020) 353 380 |
| 7 | Kolhapur | The Dean, The commerce Faculty, Shivaji University, Vidya Nagari, Kolhapur-416 004. Tel No. (0231) 2655 671 |

| | | |
|----|------------|--|
| 8 | Nanded | The Director, School of Commerce and Management Science, Swami Ramanand Teerth Marathwada University, Dyanteerth, Vishnupuri, Nanded-431 601. Tel. No. (02462) 226441/ 226847 |
| 9 | Ratnagiri | The Principal, Govt. Polytechnic Ratnagiri, Thiba Palace Road, Dist. Ratnagiri-415612 Tel. No. (02352) 222435 |
| 10 | Latur | The Principal, P.L. Govt. Polytechnic Latur, Ausa Road, Dist. Latur-413512 Tel. No. (02382) 252004 |
| 11 | Nashik | The Joint Director, Regional Office, Govt. Polytechnic Campus, P. Box. No. 217, Samangaon Road, Nashik Road, Nashik |
| 12 | Chandrapur | The Principal, Govt. College of Engineering, Chandrapur, C/o. Sukhada Processing Plant Building, Jivan Safaly Colony, Ramnagar, Chandrapur-442401 Tel. No.: (07172) 255799, 252851 Fax: 250208 |
| 13 | Solapur | The Principal, Govt. Polytechnic Solapur, Akkalkot Raod, Solapur-413 006. Tel. No. (0217) 2653922/ 2653925 |

Centre outside Maharashtra

| | |
|---|-----------|
| 1 | Ahmadabad |
| 2 | Bangalore |
| 3 | Chennai |
| 4 | Hyderabad |
| 5 | Jammu |
| 6 | Kolkata |
| 7 | Lucknow |
| 8 | New Delhi |

3. THE GD AND PI :

3.1 All the candidates who appear for the CET will be eligible for the GD and PI.

3.2 The batch number, date, time and venue for the GD and PI will be indicated on the common admit card for CET and GD and PI.

3.3 Each of the candidates appearing for GD and PI will have to pay as fees a sum of Rs. 400/- (Rupees Four Hundred only) to the Centre Co-ordinator / Representative of Competent Authority at the chosen centre at the time of GD and PI, by a crossed Demand Draft drawn in favour of **THE JOINT DIRECTOR OF TECHNICAL EDUCATION**, payable at the place indicated in the table in section 5.3.3 Please note that cheques / postal orders / money orders or cash will not be accepted in lieu of the Demand Drafts.

3.4 These fees once paid will not be refunded under any circumstances.

3.5 The centres for the GDs and PIs would be the head quarter towns of the eight statutory, non-agricultural, non-technical Universities in the State of Maharashtra viz. Amravati, Aurangabad, Jalgaon, Kolhapur, Mumbai, Nagpur, Nanded and Pune. However, depending upon the number of candidates that choose these centres, adequate number of convenient locations would be identified as venues for the GDs and the PIs.

3.6 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. The venues for the GD and PI will be decided by the Competent Authority and communicated to him/her in the admit card.

3.7 The programme for the GDs and PIs are given in **ANNEXURE “V”**.

4. DISTRIBUTION OF TOTAL MARKS

4.1 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

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

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

| Percentage | Marks |
|---|--------------|
| 75% and above marks at SSCE or equivalent examination | 02 |
| 60% and above but less than 75% marks at SSCE or equivalent examination | 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 examination | 01 |
| Less than 60% marks at HSCE or equivalent examination | 00 |

4.3 The Work Experience (WE) of a candidate will be evaluated as shown below

| Work Experience | Marks |
|--|--------------|
| Of 3 years and more | 02 |
| Of 1 year and more but less than 3 years | 01 |
| Of less than 1 year | 00 |

4.4 Work Experience earned by a candidate after passing the qualifying examination and at managerial level in a company listed on any of The Stock Exchanges in India, will only be considered for grant of marks on that count.

4.5 For candidates joining 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.

4.6 HSSCE and SSCE respectively denote the Higher Secondary School Certificate Examination and the Secondary School Certificate Examination of any of the Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

ANNEXURE 'V'

Schedule of activities for MBA / MMS Centralized Allotment Process for the year 2003 - 2004

| Sr. No. | Activity | SCHEDULED Dates & Time |
|----------------|--|---|
| 1. | First date of sale of Application Form and Information Brochure | 19/05/2003 |
| 2. | First date of receipt of Application Form (Filled in completely) | 19/05/2003 |
| 3. | Last date of sale of Application Form and Information Brochure | 31/05/2003 |
| 4. | Last date of receipt of Application Form (Filled in completely) | 03/06/2003 |
| 5. | Issue of Call Letters along with Admit Cards to candidates at respective Examination venues Refer web site – www.dte.org.in folder MBA/MMS CET 2003 – 04 for Examination venue. | 21/06/2003 |
| 6. | Date and timing of Common Entrance Test (CET) | 22/06/2003 (2:00 p.m.) |
| 7 | Conduct of Group Discussions (GD) and Personal Interviews (PI) and submission of option form at respective GD&PI centres | 23/06/2003 to 02/07/2003 |
| 8 | Display of Provisional merit list (Maharashtra State & OMS Candidates) on web site – www.dte.org.in | 16/07/2003 |
| 9 | Review of grievances applications by the various representatives of the competent Authority. (Joint Director of respective region) | 16/07/2003 to 18/07/2003 |
| 10 | Display of final merit list. | 21/07/2003 |
| 11 | Display of allotment of seats for Maharashtra & OMS Candidates. | 01/08/2003 |
| 12. | Round of admission for the J & K migrant candidates at Sydenham Institute of Management Studies Research and Entrepreneurship Education, B road, Churchgate, Mumbai – 400 020. | 29/07/2003 |
| 13. | Last date for reporting to the institute as per allotment. | 06/08/2003 |
| 14. | Beginning of new academic year 2003-04 | 05/08/2003 |
| 15. | Cut off Date | Till the date as mentioned by respective university |