

# GOVERNMENT OF MAHARASHTRA

## RULES OF ELIGIBILITY FOR ADMISSION TO THE FIRST YEAR OF FOUR YEAR DEGREE COURSE IN HOTEL MANAGEMENT AND CATERING TECHNOLOGY FOR THE YEAR 2013 – 2014



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## **HMCT EDUCATION**

The Four Year degree course in Hotel Management & Catering Technology approved by All India Council of Technical Education New Delhi is a programme having highest employment potential today, in the service industry. Hospitality is the backbone of Tourism Industry. The tourism industry's growth in the last two decade in phenomenal. It has been forecasted that by 2020; 9 million international arrivals will take place in India. The job survey analysis predicts that incoming years, in the country, one in every 20 jobs will be for this rapidly growing industry.

The Hotel Management and Catering Technology (HMCT) degree programme is so designed that by little additional input these graduates can fit into any other industry be it IT sector, Technology, Space, Health care, Environment etc. the list is endless. In cities like Pune and other fast growing cities there would shortage for 1000 rooms per day.

Apart from the various operational areas of hotel such as Front Office, Food & Beverage Service, Food Production and Housekeeping the other allied subjects like costing, human resource management, computer application, hygiene and nutrition, tourism are also given due weightage in the curriculum. These subjects give the students an insight into the related areas so that they can develop into Managers of tomorrow.

After successful completion of Four Year Degree Programme in HMCT, Students can get placements in Five Star Hotels, International Restaurants – Chains, Fast Food Outlets, Multiplexes, Hospitality Service Providing Organizations, Cruise liners and Cargo Ships, Services, Apartments, Industrial Canteens domestic and industrial airlines. Students can even set their own Hospitality Enterprise, as they are equipped with required knowledge and technical skills thro Four year Degree programme in Hotel Management and Catering Technology

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**GOVERNMENT OF MAHARASHTRA**  
**RULES & INSTITUTE INFORMATION FOR ADMISSION TO THE FIRST**  
**YEAR OF FOUR YEAR DEGREE COURSE**  
**IN**  
**HOTEL MANAGEMENT AND CATERING TECHNOLOGY**  
**FOR THE ACADEMIC YEAR 2013-14**

Govt Resolution No :- No.TEM-2013/P.K.91/TE-4 Dated : 18/04/2013

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### **1.0 General :**

The entrance examination for admission to the AICTE approved first year of Four year degree course in **Hotel Management and Catering Technology (HMCT)** in State of Maharashtra for the academic year 2013-2014 will be conducted by the Competent Authority appointed by Government of Maharashtra in the State of Maharashtra.

This brochure gives the rules and information regarding the eligibility for admission to first year of Four year degree course in HMCT in various institutes in Maharashtra. These rules govern the aspects of the Centralised Admission Process (CAP) and it also gives the rules and information regarding the Distribution of seats under various heads i.e CAP seats, Institute level seats, Minority seats etc.; various types of candidates; details of the Reservation of seats, Fees concession offered to eligible candidates, details of the Centralized Admission Process, details of the Admission rounds, Institute wise Information, etc.

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

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

- a) All Government Aided Hotel Management And Catering Technology Colleges,
- b) All Un-Aided Hotel Management and Catering Technology Colleges in the State of Maharashtra which are
  - Approved by All India Council for Technical Education (AICTE), New Delhi.
  - Recognized by the Government of Maharashtra.
  - Affiliated to any one of the Ten Non Agricultural / Non Technological Universities in Maharashtra state.

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

AICTE	All India Council for Technical Education
ARC	Application form Receipt Center
BAMU	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
CAP	Centralised Admission Process
CET	Common Entrance Test

DTE	Director of Technical Education, Maharashtra State, Mumbai
EWS	Economically Weaker Sections
FN	Foreign National
GoM	Government of Maharashtra
HU	Home University
GoI	Government of India
Govt.	Government
HSC	Higher Secondary Certificate ((10 + 2 Level))
MAH-HM-CET-2013	Maharashtra Hotel Management & Catering Technology Common Entrance Test 2013
NBA	National Board of Accreditation
NRI	Non Resident Indian
OHU	Other than Home University
OMS	Outside Maharashtra State
PIO	Persons of Indian Origin
SRTMU	Swami Ramanand Teerth Marathwada University
SL	State Level Seats
SSC	Secondary School Certificate (X <sup>th</sup> )
SSS	Shikshan Shulka Samiti, Mumbai
TFWS	Tuition Fee Waiver Scheme

## 1.2 Definitions:

**'Application Form'** means prescribed form filled up by the candidate for appearing for MAH-HM-CET 2013.

**'Appeal Committee'** means the Committee setup under the Chairmanship of the Competent Authority; it shall deal with the representations submitted by the candidates/parents relating to grievances of the candidates with regard to MAH-HM-CET-2013 examination and the selection process.

**'Candidate'** means an applicant who is an Indian National and desires to appear for MAH-HM-CET-2013 with an intention to seek admission to first year of four year Degree Course in Hotel Management & Catering Technology in Maharashtra State by submitting the prescribed application form for the year 2013-14.

**'CAP Seats'** These are the seats for which allotment is carried out by the competent authority through CAP

**'Competent Authority'** means the Authority designated or appointed by Govt. of Maharashtra to conduct MAH-HM-CET 2013, and declare the results. The Competent Authority will supervise and control the selection process for the admission to HMCT degree course and act as a Chairperson of the Appeal Committee for representations submitted by the candidates. The Competent Authority will issue necessary instructions for implementation and provide relevant information to be published or communicated. Director, technical Education is the competent Authority in present case.

**'College' or 'Institution'** means HMCT College or Institution duly approved by the AICTE and Government of Maharashtra to impart Education in HMCT at degree level.

**'Director'** means the Director of Technical Education, Maharashtra State.

**'Foreign Nationals'** means Citizens of all countries other than India, who are not of Indian origin as defined under PIO.

**'Government Aided HMCT College'** means HMCT College run by private management but which receives financial assistance from the Government of Maharashtra.

**'Inter se merit'** means the order of merit as defined by Maharashtra State Merit list/ OMS Merit list /J & K Migrant Merit list as the case may be.

**'NRI'**: Non Resident Indian as per definition given in the section 6 of the Income Tax Act 1961.

**'OMS candidate'** means Outside Maharashtra State candidate who is an Indian National.

**'Persons of Indian Origin (PIO)'** A Person having foreign citizenship (except Pakistan and Bangladesh) without "NRI" status, who holds a Foreign Passport at the time of sending application, consideration for admission and during the period of his/her study, and he/she or any one/both of his/her parents or any one/both of his/her grand parents is (or was)/are (or were) citizen(s) of India by virtue of the provisions of the Constitution of India or Sec. 2(b) of Citizenship Act, 1955 (Act No. 57 of 1955).

**'Qualifying examination'** means examination on the result of which a candidate becomes eligible to appear at MAH-HM-CET 2013 entrance examination. i.e. HSC or equivalent examination

**'Representative of the Competent Authority'** means an officer appointed to assist Competent Authority for smooth conduct of Admission Process as per the directives of the Competent Authority.

**'Sanctioned Intake'** means the course wise number of seats sanctioned by the Government Resolution with reference to the AICTE's approval.

**'State Government'** means the Government of Maharashtra.

**'Un-Aided HMCT College'** means HMCT College run by private management on self financing basis.

### **1.3 Role of Competent Authority in the process of First Year Hotel Management and Catering Technology Admission :**

- a) The Competent Authority headed by the Director of Technical Education, Maharashtra State, shall be the authority to invite applications, process them, declare schedule of admission process, to direct the students as per their allotment through CAP to all institutions.
- b) Competent Authority shall be the sole authority to effect admission through CAP for Govt. Aided and Unaided Hotel Management and Catering Technology Institutes.
- c) The Competent Authority shall also deal with the representations received from the candidates pertaining to allotment and admissions in Govt. Aided and Unaided institutions and act as Grievance Redressal Authority.
- d) To approve the list of the students admitted to First year, by all unaided Hotel Management and Catering Technology Degree colleges submitted through the office of the Joint Director, Tech. Education of respective regional offices of Maharashtra State.

- e) All the decisions taken in relation to First year Hotel Management and Catering Technology Degree admission by the Competent Authority shall be final and binding on all concerned.

### 1.3.1 Jurisdiction of Universities and Representatives of Competent Authority

The Representative of Competent Authority for each University area is as indicated in the table below.

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



## 1.4 Sanctioned Intake and Seats available for allotment through CAP

As directed by the AICTE in reference with the rule under chapter 1.10(6) and in reference of judgement of Hon'ble e Supreme Court of India, New Delhi vide its final judgment in order C.A.NO.9048 of 2012 dated 13<sup>th</sup> December 2012 has laid down cutoff dates for the grant of approval by AICTE, University and State Government. Accordingly the intake of the courses approved for the AY 2013-14 will be considered for admission. Any approval granted after the aforesaid cutoff dates will not be considered for admission. The details of the judgment may be accessed at [www.aicte-india.org>bulletin>circulars](http://www.aicte-india.org>bulletin>circulars).

The details of such seats are as shown in the following table.

Sr. No	Institute	Seats available under CAP ( in % of sanctioned intake capacity )
1	All Government/ Govt. Aided colleges/ University Departments/ University Managed/ Government Autonomous Institutes	100%
2	Non- Minority Unaided Colleges	80%
3	Minority Unaided Colleges	Sanctioned Intake – (Minority Seats + Institute level seats)#

# As per Government Resolution No. अंशस-२००८/प्र.क्र.१३३/२००८/ का-१ दि. ०४/०९/२००८ and its amendments which may be published from time to time.

### 1.4.1 Seats for Jammu & Kashmir Migrant Candidates:

Provision of one seat *over and above the sanctioned intake capacity* in each "Hotel Management and Catering Technology" institute covered under CAP is made for;

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

The candidates seeking admission against the seats reserved for **J&K** Migrant have to submit relevant Certificates shown in pro forma J / K / L in support of their claim at the time of admission. The admissions against these seats are done strictly as per the *inter se* merit of the candidates claiming seats for J&K migrant. Candidates seeking admission under this

provision shall submit their application forms to the Representative of Competent Authority and centre of admission for the J & K Migrant candidates is

**The Principal,  
Maharashtra State Institute of Hotel Management and Catering  
Technology,  
412-C, K. N. Munshi Marg, Bahirat Patil Chowk,  
Shivaji Nagar, Pune 411 016**

**Note:**

- a) J & K Migrant candidates shall pay the fees same as that of the fees of the Govt. Aided Hotel Management and Catering Technology institutes to respective institutes where they have secured the admission.
- b) Candidates admitted under this provision are not allowed to change institute in the same or subsequent years.

**1.4.2 Seats available for Government of India Nominees:**

Provision of specified number of seats is made for the nominees from states and Union territories, which lack the facility in Technical Education. The Ministry of Human Resource Development (MHRD), Government of India determines these seats every year. These seats are over and above the sanctioned intake for the course. The admission procedure for these seats is as under:

- ⊕ The candidate shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- ⊕ GOI Nominee candidate shall not report directly to the Institute without collecting admission letter from Directorate of Technical Education, Maharashtra state, Mumbai-400 001. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

**These admissions are subject to the following conditions.**

- Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 2.0. Candidates so admitted will have to obtain eligibility certificate from the MSBSHSE.
- GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- Candidates admitted under this provision are not allowed to change course or college in subsequent years.

**Note:**

- a) Government of India Nominee candidates shall pay the fees same as that of the fees of the Govt. Aided Hotel Management and Catering Technology Institutes to respective institutes where they have secured the admission.
- b) Candidates admitted under this provision are not allowed to change institute in the same or subsequent years.

## 1.5 Allocation of Seats

### 1.5.1 Allocation and Reservation of seats :

Break up of the seats available for admission through CAP for all the types of institutes and seats available for Institute level admission / Seats for Minority community in unaided institutes is shown below.

Sr. No	Type of Institute	No. of Seats in % of sanctioned intake				
		Seats with Competent Authority			Seats with other Authorities	
		Seats to be filled by the Competent Authority: For Maharashtra State candidates		Seats to be filled by the Competent Authority: OMS Seats	Seats to be filled at the Institute level	Minority community / group seats to be filled at the Institute level
		Home University candidates (HU seats)	Other than Home University area candidates (OHU seats)			
1	Govt. Aided HMCT colleges	70 %	30 %	--	--	--
2	Unaided Non Minority Colleges	70 % of 65 %	30 % of 65 %	15 %	20 %	--
3	Unaided Minority Colleges	70 % of M.S. Seats\$	30 % of M.S. Seats \$	15% of seats coming under CAP	Minimum 51%	

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

## 2.0 Eligibility Criteria:

### 2.1 Eligibility of Maharashtra State Candidate and OMS candidate for appearing at the MAH-HM-CET 2013:

Candidate should be an Indian National and should have passed/appeared the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with **English as one of the subject** and secured minimum 45% marks in aggregate (40% marks in aggregate for

backward class category and Persons with Disability candidates belonging to Maharashtra state only).

**Note:**

- ✦ Candidates who have appeared for qualifying examination i.e. HSC (Std. XII) or its equivalent examination during the academic year 2012-13 and whose results are not declared till the last date of submission of application form are eligible to appear for MAH-HM-CET 2013, however for admission to first year of degree course in HMCT, such candidates must fulfill the criteria as mentioned in rule no. 2.2.

**2.2 Eligibility criteria for Maharashtra State Candidate and OMS candidate for admission to first year of degree course in HMCT :**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVV with **English as one of the subject** and secured minimum 45% marks in aggregate (40% marks in aggregate for backward class category and Persons with Disability candidates belonging to Maharashtra state only).

**AND**

Appeared and obtained non zero score at MAH-HM-CET 2013

**2.3 Eligibility criteria for J & K Migrant candidate for admission to first year of degree course in HMCT :**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVV with **English as one of the subject** and secured minimum 45% marks in aggregate.

**Note:** - The J & K Migrant candidates **are exempted** from appearing for the MAH-HM-CET-2013 conducted by the Competent Authority of Government of Maharashtra.

**2.4 Eligibility Criteria for Foreign National /PIO/Children of Indian workers in the Gulf countries/Children of NRI\_ for admission to first year of degree course in HMCT :**

Candidate should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVV with **English as one of the subject** and secured minimum 45% marks in aggregate.

**Note:**

- ✦ The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Private HMCT Colleges/Institutes (subjected to the approval from

AICTE). The extent to which such NRI candidates shall be admitted is limited to 5% of the sanctioned intake.

- The eligibility of the candidates passing the HSC (Std. XII) equivalent examination from a school/college/Examination Board situate outside India shall be further decided by the University Authorities to which the candidate is admitted. Hence such candidates are advised to get their eligibility verified by the respective University Authorities before seeking admission to the HMCT degree course in the State of Maharashtra.
- ⊖ The candidate belonging to this type stated in rule No. 2.4 is not required to appear for the MAH-HM-CET 2013.
- ⊕ NRI candidates will be required to pay fees, as decided by the Shikshan Shulka Samiti, Mumbai.

## 2.5 Eligibility criteria for GOI nominees:

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with **English as one of the subject** and secured minimum 45% marks in aggregate (40% marks in aggregate for backward class category candidates).

### Note:

G.O.I. Nominees, as they are selected by their respective states for the course **are exempted** from appearing for the MAH-HM-CET-2013 conducted by the Competent Authority of Government of Maharashtra.

## 2.6 Eligibility criteria for Candidates who are sons/daughters of defence service personnel:

In addition to the basic eligibility criterion mentioned in rule no.2.2, candidates who have appeared & obtained non zero score in the MAH-HM-CET 2013 and satisfying any one of the following criteria are eligible to seek admission against seats for sons/daughters of defence service personnel.

- Candidate is a son/daughter of ex-service personnel who is domiciled in Maharashtra State (Type **Def 1**).
- Candidate is a son/daughter of active service personnel who is domiciled in Maharashtra State (Type **Def 2**).
- Candidate is a son/daughter of active service personnel (Type **Def 3**).
  - Who is transferred to Maharashtra State but is not domiciled in Maharashtra State
  - Who is not domiciled in Maharashtra State but his/her family is stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on the grounds of children's education provided further that, such candidate should have appeared and passed the HSC (Std. XII) examination

of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination from a school/college situated in the State of Maharashtra.

**Note:** This provision is NOT available to the children of CIVILIAN STAFF who is working/ who has worked in the Indian Defence Service.

## 2.7 Eligibility criteria for Candidates who are Persons with Disability:

In addition to the basic qualification mentioned in rule no. 2.2, candidate who has appeared & obtained non zero score in the MAH-HM-CET 2013 and suffering from any one of the following disability is eligible to seek admission against seats for Persons with Disability candidates **[only Maharashtra state candidates (Type A, B and D) are eligible to apply for admission against these seats]**

- Candidate who is visually impaired (blind) candidate (type **P1**)
- Candidate who is speech & hearing impaired (deaf & dumb) candidate (type **P2**)
- Candidate who is with orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphia, Spastic (type **P3**).

### General Note:

1. In case the percentage of marks of aggregate marks in the HSC (Std. XII ) or equivalent examination, comes in fraction then percentage of marks in aggregate shall be rounded off as shown in example for the purpose of deciding the eligibility of the candidate. Example, Aggregate % of marks 39.50 to 39.99 shall be rounded to 40% and 39.01 to 39.49 shall be rounded to 39% of marks.
2. If letter grades are assigned instead of marks at SSC, HSC or its equivalent examination **the candidate must obtain the certificate of conversion of letter of grades into marks from the competent authority where from the candidate has passed the examination.** The candidate should produce such certificate at the time of submission of application form.

## 2.8 Type of Candidature:

### Types of Maharashtra State Candidates :

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

Sr.No	Type of candidature for Maharashtra State candidates	Eligibility requirement	Home University
1.	Type – A (Maharashtra State candidate)	Candidate Passing SSC (Std. X ) And HSC (Std. XII) examination from a recognized institution in Maharashtra State.  And Candidate is Domiciled or Born in the State of Maharashtra.	Candidate's Home University is the University area under the jurisdiction of which the place of passing the H.S.C. examination falls in the State of Maharashtra.

Note: Type-A candidates should produce the Leaving or Bonafide Certificate issued by the Institute where the candidate passed/appeared the HSC (Std. XII). These candidates should also produce the Domicile Certificate of Candidate or Birth Certificate of the candidate indicating place of birth is in Maharashtra state at the time of submission of "Application form for Admission through CAP".

2.	Type-B (Maharashtra Domiciled candidates)	Does not satisfy as Type - A Candidate  And Candidate/Father or Mother of the candidate is Domiciled in the State of Maharashtra	Candidate's Home University is the University area under the jurisdiction of which the place of the authority issuing Domicile Certificate falls in the State of Maharashtra
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Note: Type-B candidates should produce the Domicile Certificate of Candidate/Father or Mother of the candidate at the time of submission of "Application form for Admission through CAP". The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate of the candidate clearly mentioning the name of the mother.

3	Type - C (Sons and daughters of central Govt. / Govt. of India Undertaking employee)	Does not satisfy as Type -A and Type- B Candidate  And Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission to Architecture.	Candidate's Home University is the University area under the jurisdiction of which the place of posting of the father / mother of the candidate who is a central Government / Government of India Undertaking employee falls in the State of Maharashtra.
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Note: Type-C Candidates should produce Certificate in the proforma "A" regarding the employment status of Father/ Mother at the time of submission of "Application form for Admission through CAP".

4	Type - D (Sons and daughters of Maharashtra State Govt. / Maharashtra State Govt undertaking employee )	Does not satisfy as Type -A, Type-B and Type-C Candidate  and Father / Mother of the candidate is an employee of the Government of Maharashtra / Government of Maharashtra Undertaking.	Candidate's Home University is the University area under the jurisdiction of which the place of posting of the father/ mother of the candidate who is a Maharashtra State Government/ Maharashtra State Govt. undertaking employee falls in the State of Maharashtra.
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Note: Type-D Candidates should produce Certificate in the proforma "B" regarding the employment status of Father/ Mother at the time of submission of "Application form for Admission through CAP".

## 2.9 Outside Maharashtra State candidate:

Type of candidature: Outside Maharashtra State candidate (OMS)	OMS candidate should be an Indian national candidate who is not satisfying any of the conditions stated in Sr. No. 1,2, 3, 4 (i.e. Type A,B,C,D) of rule 2.8 and should have passed SSC (Std. X) and/or HSC(Std. XII) examination from an institute situate outside State of Maharashtra.
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### Note:

- ❖ For claiming facility under Type A, B, C, D it is binding for the candidates to produce the documentary proof along with the application form to claim the facility.

- ✦ Candidate can claim **only one type of candidature** while submitting the application form.
- ✦ **Candidates who are eligible to apply against the provision of Jammu & Kashmir Migrant Candidate seats as well as against the Maharashtra State seats are only entitled to claim for one of these seats.**
- ✦ **The candidate should submit the certificate in the necessary proforma at the time of filling up of option/preference form.**

### 3.0 Reservation for Backward Class category Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the details in table given below. The percentages of reservation are the percentages of the seats available for Maharashtra candidates, which are coming under the purview of the Competent Authority. Backward class candidates shall claim the category to which they belong to at the time of submission of application form. These are the minimum percentages of reservation exclusive of the backward class candidates securing allotment through General Merit.

Sr. No	Category of Reservation	Percentage of Reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism ( SC)	13 %
2.	Schedule Tribes (ST)	7 %
3.	Vimukta Jatis (VJ) and De notified Tribes (DT)(NT-A)	3 %
4.	Nomadic Tribes-1 (NT-B)	2.5 %
5.	Nomadic Tribes-2 (NT-C)	3.5 %
6.	Nomadic Tribes-3 (NT-D)	2 %
7	Other Backward classes (OBC)	19 %
<b>Total</b>		<b>50 %</b>

#### Note:

1. **The reservation for backward class candidates** shall not be available in Unaided Minority colleges.
2. **The reservation for backward class candidates** shall be available in Unaided Non-Minority colleges and it will be 32.5% of the sanctioned intake i.e. 50% of CAP seats.
3. Reservation for backward class candidate i.e. 50% as stated above shall be available in Government Aided Institutes.
4. Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to 2% seats of the seats available for Maharashtra candidates which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-I. *These seats are carved out during the allotment stage-I and no separate seats are earmarked before the start of the allotment process.* SBC Candidates having original category OBC will be considered at par with OBC Candidates.



5. The candidates belonging to **SC, ST, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC** categories should produce "**Caste/Tribe Validity Certificate**" issued by Scrutiny Committee of Social Welfare Department/ Scrutiny Committee of Tribal Department at **the time of submission** of CAP application form for the Admission (At the time of Document Verification at ARC as per schedule). The policy of Social Justice & Special Assistance and Tribal Development Department of State Government will be made applicable in case of Caste/Tribe Validity Certificate.
6. Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents at the time of admission, in support of the category claimed while filling up of the option form.
7. All OMS candidates are treated as GENERAL/OPEN candidates and are not eligible to claim reservation for backward class category candidate.

### **3.1 Reservation for sons / daughters of Defence Service Personnel:**

Five percent (5%) seats of the total sanctioned intake for an institute, subject to a maximum of five (5) seats in each institute coming under CAP shall be reserved for

- Children of ex- service personnel who are domiciled in Maharashtra State (D1).
- Children of active service personnel who are domiciled in Maharashtra State (D2).
- Children of active service personnel (D3):
  - Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
  - Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination from a school/college situated in the State of Maharashtra.

These seats are within the sanctioned intake capacity and are available as **State Level seats**. A single combined merit list of all eligible DEF1, DEF2 & DEF3 candidates shall be prepared. Allotment against the Defence category seats will be made strictly on the basis of inter se merit of **a single combined merit list** of all eligible DEF1, DEF2 & DEF3 candidates. Refer Pro forma C, D and E for claiming this provision.

#### **Note:**

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

### 3.2 Reservation for Persons with Disability candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three per cent (3%) seats of total sanctioned intake capacity of all the institutions coming under CAP shall be reserved for Persons with Disability candidates.

- ⊕ Visually impaired (*blind*) candidates (P1)
- ⊕ Speech & hearing impaired (*dumb and deaf*) candidates, (P2)
- ⊕ Orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3).

These seats are within the sanctioned intake capacity for the course.

Allotment against the seats reserved for the Persons with Disability candidates shall be done on the basis of a respective inter-se merit of such eligible P1, P2 & P3 candidates. **These seats are available in 70% Home University area seats only.** Refer Pro forma F for claiming this provision.

#### Note:

It should be noted that the Persons with Disability candidates on admission to Hotel Management and Catering Technology degree course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the respective Universities.

### 3.3 Reservation for female candidates :

As per the provisions in Govt. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17<sup>th</sup> April, 2000, 30% seats available for CAP shall be reserved for female candidates in all Institutes. This reservation shall be applicable for Open/General, SC, ST, VJ/DT NT (A), NT(B), NT(C), NT(D) and OBC categories.

There shall be no further reservation for female candidates under Defence, Persons with Disability, SBC & OMS categories.

### 3.4 Attestation :

Candidates shall note the following points while submitting the Application forms.

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

**3.5 Translation:**

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

**4.0 Assignment of merit number:****4.1 Merit Number :**

Each eligible Maharashtra State Candidate (Rule 2.2) who has appeared for MAH-HM-CET-2013 and obtained a non zero score in MAH-HM-CET-2013 and submitted application form on or before the last date prescribed for the submission of Application Form for Admission to HMCT through CAP will be assigned a provisional merit number.

All eligible Maharashtra State candidates, OMS candidates, J & K Migrant candidates should note that, a separate merit list of all eligible candidates shall be prepared based on the MAH-HM-CET 2013 score (out of 100 marks) only, relative merit in case of a tie (i.e. equal marks in MAH-HM-CET 2013) shall be resolved as per rule no. 4.2

**4.2 Relative merit in case of tie**

In the case of candidates securing equal number of marks in MAH-HM-CET 2013, their relative merit will be fixed on the basis of the following in the order of preference given below:

1. If the marks in CET are equal, a candidate securing higher percentage of marks at HSC (Std. XII) or equivalent qualifying examination will be given first preference.
2. If the marks in CET and aggregate marks at HSC (Std.XII) or equivalent qualifying examination are equal, a candidate with Science stream is given second preference
3. If the marks in CET and aggregate marks at HSC (Std.XII) or equivalent qualifying examination are equal, a candidate with Home Science stream is given third preference.
4. If the marks in CET and aggregate marks at HSC (Std.XII) or equivalent qualifying examination are equal, a candidate with MCVC is given fourth preference.
5. If the marks in CET and aggregate marks at HSC (Std.XII) or equivalent qualifying examination are equal, a candidate with Commerce stream is given fifth preference
6. Birth Date of the candidate (Elder Candidate will be given sixth preference).

**Note:**

1. Merit list of Maharashtra State Candidates so prepared shall indicate a State level General Merit No., State level Category Merit no., University Level Merit No & University Level category Merit No.,(as applicable), etc.
2. Assignment of a Merit number does not indicate or ensure admission to any seat.
3. Eligible J & K Migrant candidate should note that, as their admissions will be carried out by counseling, they are not required to submit option/preference form.

4. While converting the percentage marks, fraction up to two decimal places will be considered. No rounding of marks will be done.

#### **4.3 Change of Marks due to verification:**

- ⊖ If the marks in the qualifying examination get modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the ARC in charge immediately.
- ⊕ The effect of the change will be taken into consideration only for the subsequent rounds of admission.

#### **5.0 Admission Rounds :**

For the academic year 2013-14, the Competent Authority shall conduct total Three (3) rounds of Centralized Admission. The CAP shall consist of two rounds of Centralized Allotment wherein eligible candidates (both Maharashtra and OMS) will fill Online Option form for Round-I and Round-II. Third round of CAP shall be conducted by way of counseling only for the eligible Maharashtra State candidates.

**Details of eligibility for participating in each round of CAP, method of reporting after each CAP round, availability of seats for each CAP round and such other details are given in the Annexure-I of this Information Brochure.**

It is not permitted for a candidate to cancel his/her admission of earlier CAP round and apply/appear for the subsequent round of centralized admission.

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

Only one round of centralized admission for J&K Migrant seats will be conducted by counselling. (Refer rule 5.5 for details)

Various steps in the process of admission to HMCT course are also given in the Annexure-I. The steps include purchase of Information brochure, filling up & confirmation of Online Application form, filling up & confirmation of Option form for each round of Centralized Allotment, Allotment process and Reporting Rules etc. Candidates are required to read carefully the details of CAP given in the Annexure-I and follow instructions given therein.

Annexure-II gives various documents needed while attending the CAP.

### 5.1 CAP Rounds I & II by allotment and Round-III by Centralized Counselling

#### CAP Round I & II: Direct Allotment for Maharashtra State candidates for (Type A, B, C, D)

Allotment of Home University seats and Other than Home University seats for candidates coming under CAP will be carried out as per the logic explained in the rule 5.2.

Stage-I to Stage –VIII shall be used for the allotment of CAP Round –I & II. Round III will be the counselling round only for the Maharashtra State candidates.

#### **Summary of CAP process is as follows:**

Round No.	No. of Options	No. of options for which confirming Admission is Mandatory	Remarks
First	10 options	<b>First choice/option</b> out of submitted Options	Candidate has to confirm the admission, if he/she gets allotment of first choice of submitted options. <b>Such candidates will not be able to participate in further round of CAP i.e. Round-II , III irrespective of the fact that such candidate confirms the admission or not.</b> Other candidates who have got allotment other than first option may also confirm the admission if he/she wishes so, however such candidate who have confirmed admission will not be able to participate in further rounds of CAP.
Second	10 options	Any one of the submitted options	Candidate has to confirm the admission, if he/she gets allotment of any choice from submitted options. Such candidates will not be able to participate in CAP Round-III, irrespective of the fact that such candidate confirms the admission or not.
Third round by Counseling	---	Seats available will be offered to candidates eligible to participate in Round-III as per inter se merit.	No seat tag of reservation, OMS etc. shall be maintained in this round. All available seats will be offered only to Maharashtra State candidates who are eligible to participate in CAP Round-III.

#### **General Notes:**

- ✦ Allotment of Home University seats and Other than Home University seats will be carried out as per inter se merit of Maharashtra State merit list respectively of CAP Round-I & II.
- ✦ Seats will be allotted to candidates as per their inter se merit, as per the options filled in the online option form and the number of seats available at that point of time in the stage of CAP Round-I & II.

- ⊕ All candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage, even if they have been allotted/not allotted a seat in the previous stage.
- ⊕ During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate in the online option form according to availability of seats at that point of time.
- ⊕ All reserved category candidates (including SBC in their original category) shall be considered for allotment (whether they are allotted any seat in earlier stage or not) in all stages.
- ⊕ Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment and as per inter se merit.
- ⊕ Allotment against the first available option in the order of options filled in the online option form is retained as final allotment.
- ⊕ The allotment will be displayed on DTE website <http://www.dte.org.in/hmct2013>. The allotment list displayed will show only the provisional allotment offered to the candidates.
- ⊕ No personal communication/Allotment letters in this regard will be issued to the concerned candidates.
- ⊕ The logic for the following stages will be implemented using computer software for the direct allotment.
- ⊕ The candidates securing allotment will confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission on or before the last date specified for the same. No personal communication in this regard will be issued.
- ⊕ The admission will be confirmed at the 'Respective Institute' only after scrutiny of documents and payment of fees as prescribed by the Shikshan Shulka Samiti, Mumbai. (Please refer Annexure-I for details)

## 5.2 Logic for Allotment for CAP Round I & II:

The seats available for the implementation of this logic will include the Home University seats and Other than Home University seats for candidates coming under the purview of Competent Authority. (Refer the Table given in Rule 1.8.1 for details)

### Stage –I: For all the candidates

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

- Persons with Disability category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for Persons with Disability candidates are not available at their merit.
- Defence category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open category as per their inter-se merit if the seats reserved for defence category candidates are not available at their merit.
- For the female candidates, the availability of seat shall be checked in the following order:
  1. in the seats reserved for females in open category,
  2. in the general seats in open category,
  3. in the seats reserved for females in respective caste category as applicable,
  4. in the general seats in their respective caste category as applicable.

**Stage –II: For Respective Backward Class category candidates**

On completion of Stage -I, if any of the backward class categories mentioned above, does not get the required number of female candidates for the percentages laid down, the seats so remaining vacant shall be considered for allotment to male candidates belonging to the respective Backward Class category.

**Stage –III: For Special Backward Class category candidates**

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

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

All the Backward class category candidates will be considered for allotment in this stage in the groups as mentioned below.

- Group 1:**
  - i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC)
  - ii) Scheduled Tribes including those living outside the specified areas (ST)
- Group 2:**
  - i) Vimukta Jatis/De- Notified Tribes VJ/DT -NT(A)
  - ii) Nomadic Tribes -NT (B)
- Group 3:**
  - i) Nomadic Tribes -NT (C)
  - ii) Nomadic Tribes -NT (D)
  - iii) Other Backward Class (OBC)

On completion of Stage -III, the seats remaining vacant in the respective group of categories as mentioned above, shall be considered for allotment to the candidates of respective group as per the *inter se* merit of the candidates.

**Stage-V: For all Backward Class category candidates**

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

**Stage -VI: For all Persons with Disability candidates**

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

**Stage –VII: For all candidates (without HU & OHU Seat Tag)**

The seats remaining vacant after completion of Stage –VI, Stage-I, Stage-II, Stage-IV and Stage-V shall be considered for allotment without HU & OHU Seat Tag on the basis of *inter se* merit.

**Stage -VIII : For all candidates (without any reservation)**

The seats remaining vacant after completion of Stage -VI, shall be considered for allotment to all the candidates (open/reserved/male/female) on the basis of their combined *inter se* merit.

**5.3 Direct Allotment-CAP Round I & II for the OMS seats :**

This round will be carried out for OMS seats which are coming under the purview of the Competent Authority for OMS qualified candidates who have applied for admission to degree course in HMCT.

**Eligible candidates:** All the candidates who have a valid MAH-HM-CET-2013 score and have been assigned OMS Merit number and whose names appear in the OMS merit list prepared by the Competent Authority of State of Maharashtra shall be considered for allotment in this Round.

**Seats available:** Seats available for this round are 15% seats of the sanctioned intake in unaided non-minority HMCT colleges and 15% of the CAP seats in unaided minority HMCT colleges which are available with the Competent Authority for admissions through CAP.

**5.4 CAP Round III- Admission by Centralized Counseling :**

Third Round of Centralized admission Process will be conducted only for Maharashtra State Candidates eligible to participate in this round. During 3<sup>rd</sup> Round of admission by Counseling, no seat tag will be maintained i.e. all available seats shall be treated as GENERAL seats and shall be allotted solely on the basis of *inter-se-merit* of eligible MS candidates without any reference whatsoever to the category of the candidate(s) (open/reserved) or the category to which the vacant seat belongs (such as Backward Class, Persons with Disability, Defence, Ladies etc) and also all the vacant OMS seats shall be made available to MS candidates as GENERAL seats.



**General notes:**

- ✦ Allotment for these seats will be carried out as per *inter se* merit of OMS merit list prepared by the Competent Authority of State of Maharashtra.
- ✦ There is no provision of reservation for Backward Class category candidates in OMS seats.
- ✦ Seats will be allotted to candidates as per their *inter se* merit, as per the options given in the Preference form and the number of seats available at that point of time in the stage.
- ✦ Allotment against the first available Preference in the order of choices mentioned in the Preference form is retained as final allotment.
- ✦ The allotment lists will be made available on DTE Website [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013). The allotment will show allotment in respective allotment Rounds-I.
- ✦ Please refer **Annexure-I** for details regarding filling of On-line Application form, Submission of Application form, Admission rounds, rules of reporting, eligibility for participating in CAP rounds etc.
- ✦ The counseling round will be conducted at Nagpur and Pune depending on the availability of vacancies.

**5.5 Counseling Round - Centralized Round for J & K Migrant seats :****Eligible candidates:**

Candidate should be eligible as per rule no. 1.4.2 and rule no. 2.3.

**Seats available:** One seat over and above the sanctioned intake in each course in all Govt., Govt.-Aided, University Managed and Un-Aided HMCT Colleges/Institutes.

**Notes:**

- ✦ All the candidates who have been assigned J & K Migrant Merit number shall be considered in this round.
- ✦ This round will be conducted by counseling as per *inter se* merit of J&K Migrant merit list and the number of seats available at that point of time during counseling.
- ✦ **Principal, Maharashtra Institute of Hotel Management and Catering Technology, 412-C, K.N.Munshi Marg, Bahirat Patil Chowk, Shivaji Nagar, Pune 411 016**, will act as Admission Authority for these admissions.
- ✦ Candidate seeking admission against these seats will report to the Principal of this institute for admission as per the schedule.
- ✦ These Admissions will be made strictly in the order of merit from amongst the candidates who are eligible for J&K Migrant seats and who present themselves for admission, as per schedule, against the seats available in the various institutes at the point of time when the candidate actually reports for admission.
- ✦ Candidate will have to confirm the admission by the paying the requisite amount of fee to the respective institute.

- ✦ Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to some other institute. The candidates claiming against J&K Migrant seat 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.

## 5.6 Reporting after CAP Round:

### Reporting of MS & OMS candidates of CAP Rounds, J&K Migrant candidates:

- ✦ Principals/Directors of respective institutes are required to carefully scrutinize all the required documents submitted by the candidates at the time of reporting. Any discrepancy in the claims as type, category, eligibility etc. made by the candidates and/or such claims which are not supported by relevant documents should be immediately brought to the notice of the respective Regional Office of the Directorate of Technical Education before confirming the admission of such candidates. The Principals/Directors of the Institute shall be responsible for issues/litigation arising out of such admissions.
- ✦ After the display of allotment of CAP Rounds, candidate should report to the respective Institutes where they have been allotted a seat as per the notified schedule of the admission process.
- ✦ Candidates shall report to the concerned institute with ALL original certificates needed to substantiate the claims made in the application regarding eligibility and reservation as specified in **Annexure- II**.
- ✦ **If the candidate fails to report to the allotted institute within specified schedule i.e. on or before the last date of reporting after each allotment round, then such a candidate forfeits the claim on the allotted seat.**
- ✦ If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- ✦ If a candidate is **unable to produce original certificates** at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required **original certificates within 4 working days** after the date of payment of fees.
- ✦ After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the

admission offered. In the case of Government, Government aided, University Managed institutes and University Departments, candidates are required to pay the tuition fees in the form of Demand draft in favour of the Principal /Registrar/Director as the case may be.

- ✦ If candidate fails to pay the prescribed full fees within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
- ✦ If a candidate is offered admission, his or her original School / College Leaving Certificate (after qualifying examination) will be retained by the concerned Institute. This original School / College Leaving certificate will not be returned to any candidate once admitted to a course at the institute unless the candidate cancels his/her admission. All other certificates will be verified by the Institute at the time of admission & returned to the candidate.

### **5.7 Additional Round(s): Counseling Round(s) at For Govt., Govt. aided and University Departments only: For all the candidates of the Maharashtra State**

If any vacancies remain after the end of CAP Round-III the respective Principal / Director of the Institute / Department shall conduct additional round(s) of admission for all the Maharashtra State candidates (open/reserved/male/female) of all the categories as per Maharashtra State merit list as per their *inter se* merit of MAH-HM-CET-2013 score.

### **5.8 Admissions to the Seats remaining vacant in Unaided institutions after CAP round III:**

The Principal/Director of the un-aided institution has to carry out the admissions for the vacancies after the CAP Round III as per the guide lines given in **Annexure-III**.

### **5.9 Admissions of Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries/Children of NRI in Government & Government – Aided Institutes:**

- As of today no Government, Aided HMCT Institute has permission to fill the seats under the provision of **Foreign nationals / Persons of Indian Origin/ Children of Indian Workers in the Gulf Countries/NRI**. If the permission is received before commencement of the academic year 2013-14, the same will be notified on the website [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013)
- For Government & Government Aided Institutes :- After the notification, aspiring candidates fulfilling the eligibility criteria for Foreign nationals and PIOs shall directly submit their applications to The Director, Technical Education, M.S. Mumbai for admission to Govt. Institutes along with application processing fees of US \$100.

### **5.10 Admissions of Foreign Nationals /Persons of Indian Origin /Children of Indian workers in the Gulf countries in Unaided Institutes:**

For admissions to Unaided Institutes which are permitted to fill seats against Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries, candidates are required to contact to the Principals / Directors of the respective Institutes.

**Note:**

- These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester/year for the current academic year.
- The admission against these supernumerary seats is permitted to the institutes only after the institute gets an approval from AICTE.
- If any seats available for Foreign Nationals / Persons of Indian Origin / Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. Under any condition these seats shall not be offered to any other candidates.
- 1/3rd of the 15 % seats shall be reserved for children of Indian workers in the Gulf countries and 2/3rd of the 15 % seats shall be reserved for the PIO/Foreign Nationals etc. However any vacant seats out of 1/3 category shall be reverted to the quota of 2/3 meant for PIO/FN.

**5.11 Admissions of Children/ward of NRI Candidates in Unaided Private Institutes-**

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

**6.0 Fees and concessions in Govt., Govt. aided, University managed HMCT colleges, University Departments and in Unaided HMCT Colleges:****6.1 Fees prescribed:**

As per the Govt. Resolution No. TEM-2003/(249/03)/TE-1, dated 11th September 2003, the tuition, development and other fees per annum for Govt., Govt. aided, University Managed Colleges and University Departments is as indicated below. However revision in fees if any by the State Government will be binding on the students who will be admitted in the year 2013-14.

**✦ For Open category candidates :**

Tuition fee: Rs. 8000/-

**✦ For SC/ST/VJ/DT NT(A)/NT(B)/NT(C) / NT(D) / SBC /OBC category candidates**

**No tuition fees** for admission (in any round) in Govt./ Govt. Aided/UM/UD HMCT colleges.

✦ **For all the candidates :**

Development fee      Rs. 6000/-  
Other fee                Rs. 2000/-

Sr.No	Details of Other fees	Amount in Rs.
1.	Gymkhana Fee (Identity Card, Magazines, Medical etc.)	300/-
2.	Training & Placement Fee	75/-
3.	Library Fee	300/-
4.	Library & Laboratory Caution Money Deposit (Refundable. To be paid only once and not every year)	500/-
5.	Internet & E-mail Facilities Fees	200/-
6.	Annual Social Gathering & Other Cultural Activities Fees	125/-
7.	Laboratory Fees	500/-
<b>Total</b>		<b>2000/-</b>

## 6.2 Fees Prescribed in Unaided HMCT Colleges :

The interim fee structure for unaided HMCT colleges approved by the Shikshan Shulka Samiti, Mumbai will be made available on <http://www.dte.org.in/hmct2013>. Unaided HMCT Colleges might have submitted their proposals for revision in fees to Shikshan Shulka Samiti. Final decision of Shikshan Shulka Samiti, Mumbai will be binding on the students who will be admitted in the year 2013-14 and the students taking admission in these institutes will have to pay the fees accordingly.

### Note:

- ✦ No additional fees other than the University Fees as specified by the University and Hostel Fees in case of candidates opting for hostel accommodation shall be charged at institute level from the candidates.

## 6.3 Fees for J&K Migrant Candidates and GoI nominees :

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

## 6.4 University fees :

Candidates shall be required to pay fees as prescribed by the concerned University from time to time.

### **6.5 Caution Money deposits :**

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

be made from the caution money deposit. However, the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un - Aided colleges and credited to Government in case of Government and Government-Aided College, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

### **6.6 Concessions in tuition fee & other fees :**

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

### **6.7 E.B.C. Concession:**

Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from the Executive Magistrate to the effect that the candidate belongs to EBC category at the time of admission. They shall, on admission, also submit an application in the prescribed form for being granted the concession of free education, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

**The concessions in tuition fee at the time of admission will be given only for Government, University Managed and Government-Aided Institutions.**

**The scheme/mode of concessions (if any) for eligible EBC candidates, in tuition & other fees at the time of admission in the Un-Aided Institutions will be announced by the State Government.**

### **6.8 Concession for sons and daughters of teaching and Non-teaching staff of Primary, Secondary and Higher secondary schools:**

The candidates claiming concessions for sons and daughters of primary, secondary school and higher secondary schools (junior colleges) teachers or non-teaching staff shall produce at the time of admission,

- i) A declaration in a format as prescribed by the Govt.
- ii) A certificate from Head of school or college in support of the statement made in declaration duly endorsed by the Education Officer of the Area.

They shall, on admission, also submit an application in the prescribed form for being granted the concession of free education, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees.

**The concessions in tuition fee at the time of admission will be given only for Government, UM, UD and Government-Aided Institutions.**

In case of Un-Aided colleges, the fees paid by the candidates will be refunded by the respective colleges after the concession is granted by the respective Competent Authority.

**6.9 Concession in fees for Backward Class Category Candidates belonging to Maharashtra State only in Unaided Private Institutes: (For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates)**

**The scheme/mode of concessions, scheme of loan scholarship (if any) for eligible SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government.**

However, these candidates will get only that amount of waiver as notified in the circulars issued by the Social Justice and Tribal Welfare Departments from time to time, subject to fulfillment of various norms and conditions laid down by these Departments.

**Note:**

- ⊕ Candidates claiming for fee concession under reservation category shall produce the requisite certificates as notified by the respective Social and Tribal Welfare Departments.
- ⊕ Strict action will be taken by the State govt. against the institutes violating these norms.

**6.10 Issue of College Leaving Certificate:**

- ⊕ If during the course of studies, candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue College Leaving Certificate and fees shall be refunded as per the rules mentioned.
- ⊕ If the admission is cancelled on or before 20 days from the last date of reporting of each CAP round, the original school or college leaving certificate on the strength of which a candidate was admitted shall be returned.
- ⊕ If the admission is cancelled after 20 days from the last date of reporting after each round of CAP, the leaving certificate from the institution where the candidate was finally admitted should be issued. A true copy of the original school or college leaving certificate retained by the institute may be issued, if requested by the candidate, duly attested by the Head of the Institute.

**6.11 Refund of Tuition, Development and Other fees after cancellation of admissions in Govt., Govt. aided, University managed, University Departments and in Unaided HMCT colleges secured through CAP rounds -I/II/III, Additional round(s), Vacancy round(s) and Institute level round(s) etc.:**

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

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

The candidate who has been provisionally admitted may cancel admission by submitting an application in duplicate, in the prescribed pro forma - O and may request for refund of fees. The refund of fees as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents. Refund shall be made after deduction of the cancellation charges as shown below:

S.No.	Situation	Refund
1.	Request Received before cutoff date & if a seat is filled before cutoff date	Entire fee less Rs. 1000/-
2.	Request received before cutoff date but 'a seat' could not be filled before cutoff date	No Refund (except security deposit)

**Note:**

1. Amount of Security/Caution Money Deposit is to be refunded entirely to candidate.

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

**7.1 Excess admissions**

- Excess admissions over the sanctioned intake shall not be allowed under any circumstances.
- In case any excess admission is reported/noted by the DTE, appropriate penal action will be initiated against the Institution.
- The Institution shall be liable to following punitive action from any one or more of the following by the DTE.
- surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- seats equal to double the number of excess admissions shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for programme/course
- Withdrawal of approval of the Institution
- Institution shall be listed as defaulter and defaulter list shall be communicated to AICTE and will be published on DTE website for the information of general public



## 7.2 Late uploading of Admitted candidates on DTE web site.

- After the display of allotment list in each CAP Round, candidates should report to the "Respective Institutes" as per the notified schedule of the admission process. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
- Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
- After scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form as prescribed by the concerned institute and confirm the admission offered.
- The Director/Principal of the respective Institute is required to carry out "Online Update" of the confirmation/cancellation of the candidate's admission on website through their Institute login, at the time when the candidate is being admitted/cancelled at the Institute.
- The system shall automatically generate letter of confirmation/cancellation of the admission as an acknowledgement.
- The institute is required to take a printout of the acknowledgement and then the status of candidate will change to 'Reported Candidate'.
- If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents and fails to pay the prescribed fees in full within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
- It is the responsibility of the Director/Principal of concerned institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will have to adjust these unreported candidate(s) against the institute level seats.
- If the institute fails to update the status of Cancellation of the candidate on the date of cancellation through "Online Update", then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue the printout of the "Online Receipt of the Cancellation" to the candidate with due seal and signature of the authority of the institute.
- The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.
- Rounds of admission for Institute Level Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute
- The Director/Principal of the institute has to also update the list of all admitted candidates on the DTE website through their institute login clearly indicating the stage of their admission like CAP, Against CAP vacancy, OMS, Institute level/ Minority seats, J&K seats, PIO, FN, FS, NRI etc. within 5 days from the cut off date of the admission.
- If the institute fails to update the reporting of the candidate through "Online Update", the action shall be taken against the institute as per the GR dated 29.03.2008.

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

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

### **7.3 Refund Cases after cancellation of admission**

Institutions not following guidelines given by AICTE regarding refund of fees on cancellations or delaying refunds shall be liable to following punitive action from any one or more of the following by the AICTE/DTE.

- Surcharge amounting two times the total fees collected per student shall be levied against each case regarding refund.
- Seats equal to double the number of such cases shall be reduced from intake in the subsequent academic year.
- Suspension of approval for supernumerary seats, if any.

### **8.0 Miscellaneous:**

- ✦ **The medium of instruction for degree course in HMCT in all the Universities is English.**
- ✦ Admission of candidate who has been admitted to any course at any college will be treated as finally confirmed only on production of the Eligibility Certificate from the University to which the college is affiliated.
- ✦ Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action. It is to be noted that Persons with Disability candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- ✦ Head of the institution may verify the antecedents of any candidate through the appropriate police authority. The report received from police authority shall be submitted to the Regional Head of Technical Education for further necessary action.

### **9.0 Hostel accommodation for Govt./ Govt. aided/Unaided Institutes:**

Accommodation in Hostel cannot be guaranteed to all the admitted candidates. Hostel fees payable etc. should be ascertained by the students from the Principal of the college to which

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they intend to take admission. The candidates (both boys and girls) are advised to verify personally whether the hostel accommodation is available or not, by contacting Principals of colleges where they are intending to seek admission. The Principal of the colleges shall consider sympathetically on priority the applications of Persons with Disability candidates, Jammu and Kashmir candidates and GoI nominees for Hostel accommodation.

#### 10.0 Conduct and discipline for all students & colleges :

- Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate for MAH-HM-CET 2013 or even at later date during the Admission Process. Such a candidate will be debarred from the examination as well as the entire selection process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.
- Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, "**Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982**" and **disqualify him/her for MAH-HM-CET 2013 examination.**
- If any person(s) or officer(s) dealing with the conduct of the MAH-HM-CET 2013 are found engaged in act(s) that would result in the leakage of question paper or attempt to use or help in the use of unfair means in this examination he/she shall be liable to prosecution under Indian Penal Code.
- Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- Notwithstanding anything contained in these Rules, if the Govt. takes any policy decision pertaining to First Year of Degree course in HMCT admission, then the same shall be brought in to effect at that point of time as per the directives from the Govt. from time to time.
- Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.
- **Condition of minimum attendance : I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum 75 per cent classes of theory, practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as may be specified by the University within stipulated time limit.**

<ul style="list-style-type: none"> <li>• <b>Action against ragging: Maharashtra Prohibition of Ragging Act 1999 and its amendments which may be published from time to time. The Act is in effect from 15<sup>th</sup> May, 1999 has the following provisions for Action against Ragging</b></li> </ul>
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| <ul style="list-style-type: none"> <li>a) Ragging within or outside of any educational institution is prohibited,</li> <li>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.</li> <li>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.</li> <li>d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational</li> </ul> |
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institution complaints, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.

- e) If the Head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.

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

If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

### Legal jurisdiction:

All disputes pertaining to the conduct of examination and admission shall fall within the jurisdiction of Mumbai High Court, bench at Mumbai only. The Competent Authority shall be the legal person in whose name the Government of Maharashtra may sue or may be sued. If any person(s) or officer(s) dealing with the conduct of the MAH-HM-CET 2013 found engaged in act(s) that would result in the leakage of question paper or attempt to use or help in the use of unfair means in this examination he/she shall be liable to prosecution under Indian Penal Code.

### 11.0 Transfer after one year for Course / Institute

- ✦ The candidate once admitted in first year or directly to second year shall not be eligible for transfer to any other institution during the same academic year in which admission is taken. Candidates who have taken admission under supernumerary seats are not eligible for transfer during any time.
- ✦ There shall be no transfer of students at any stage from Un-Aided College to Government or Aided college in any case in accordance with the policy laid down in G.R. of Education and Employment Department No. TEM/ 3382/ 111836/ (190)/TE-1A, dated 21st May 1983. However, the candidate from Government institution may seek transfer to Un-Aided institution.
- ✦ The Principals shall allow transfer of course within the institutes immediately after the declaration of result of first year on inter-se-merit of the eligible candidates who have passed first year or both first and second semester examinations (in full or failed in one of the heads of passing) from the same institution aspiring for a change of course provided vacancies exist within the sanctioned intake. The Principal shall be responsible for

ascertaining the eligibility laid down by the concerned University for the course to which the candidate is being transferred. Vacancy position should be displayed on the notice board of the Institute and is also to be informed to the office of the Joint Director, Tech. Education of that region. However the candidate should have passed in full or failed in any one of the heads of passing if seeking transfer within university and should have fully passed for inter university transfer.

- ✦ After considering all the eligible candidates aspiring for change of course, if some vacancies still exist within the sanctioned intake, the Principals of all the Un-Aided colleges subject to the provision of rules above, shall consider the candidates from other colleges aspiring for transfer in the same course and then the candidates aspiring for change of course subject to prior approval from the concerned Regional Head of Technical Education. However, the total number of candidates shall not exceed the sanctioned intake capacity for that course. The Principal shall be responsible for ascertaining the eligibility laid down by the concerned University or Board for the course to which the candidate is being transferred.
- ✦ The Regional Head of Technical Education shall accord approval to the eligible candidates who apply in writing for transfer to the institutes within his jurisdiction, along with no objection certificate from the parent colleges, eligibility certificate from the concerned affiliating body and no objection certificate showing vacancy position within the sanctioned intake from the Principal of the colleges in which transfer is sought by the candidates.
- ✦ All transfers in Government, Aided and Un-Aided institutes shall be subject to the final approval by the Director of Technical Education, Maharashtra State. All institutes shall submit the list of the candidates who were allowed change of course or institute with the prior approval of Regional Head of Technical Education.
- ✦ **In case of Government and Aided degree colleges:** In case of transfer of candidates aspiring for a change of college from Govt. and Aided colleges under the control of Directorate of Technical Education, the candidate passing the first year examination or both first and second semester examinations (in full or failed in one of the heads of passing) from any Government or Aided college **shall apply in writing to the Principal of the college in which he/she studied first year or second semester**, who will then forward the consolidated branch wise merit list of eligible candidates showing therein year/semester, course, full name of candidate beginning with surname, total marks secured in first year or total of first and second semester marks, out of, percentage up to two digits, division, names of Government or Aided colleges and courses in order of preference to which candidates desire to seek transfer, reasons for transfer and remarks, along with course wise vacancy position in his/her institution, to the Director of Technical Education, Maharashtra State, so as to reach him at least seven days before the commencement of the programme of effecting direct admission to second year. No application without recommendation of the Principal of college shall be entertained by the Directorate. If the result of the University is not declared before the process of transfer, candidates of that University will lose claim on transfer. However the candidate should have passed in full or failed in any one of the heads of passing if seeking transfer within university and should have fully passed for inter university transfer.

**12.0 Transfer after second or third year:**

Inter University Transfers at third & fourth year levels are permitted subject to the production of eligibility certificate from the respective University in which the candidate seeks transfer. Such transfers are permitted subject to the provision of transfers in the concerned universities at DTE level.

**Pro forma – A**  
(For Type– C Candidates)  
**( For 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 of .....in .....  
(Designation) (Name of the Organization /Establishment/Department)

This Organization /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 son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date:  
Place:

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

Seal Of the  
Office

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

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**Pro forma – B**  
( For Type D Candidates )  
**( 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 Organization /Establishment / Department)

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

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

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

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :  
Place :

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

Seal Of the  
Office

Note: This pro forma is to be accompanied by attested copy of: 1) Transfer order 2) Joining report

**Pro forma – C**  
(For Def-1, Def-2 and Def-3 Candidates)  
**( For sons and daughters of defence service personnel )**  
**CERTIFICATE**

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

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

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

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

Place :

( Signature )

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

Seal Of the  
Office

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**Pro forma – D**  
(For Def-3 candidates)  
**(For sons and daughters of Active Defence service personnel not domiciled in Maharashtra)**  
**CERTIFICATE**

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

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

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

Shri / Smt. .... is transferred to ..... in Maharashtra State vide transfer  
(place of posting)

Dated..... order No.....He / She has joined duty in Maharashtra on ..... And is currently working in the same post.

(Date of Joining)

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

Place :

( Signature )

Name & Designation  
of the Head of the

office

Seal Of the  
Office

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

- 1) Transfer order 2) Joining report



**Pro forma – E**  
(For Def-3 candidates)

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

**CERTIFICATE**

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

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

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

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

(Place of posting)

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

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

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

( Signature )

Place :

Name & Designation  
of the Head of the office

Seal Of the  
Office

**Pro forma – F ( To be issued on the Printed Letter Head of the concerned office)**

(For **P1/ P2/ 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 (**P1**)/Speech & Hearing impaired (**P2**)/Orthopedic disorder (**P3**)

Certified that:

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

This certificate is issued for the purpose of his/her admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Outward no. & Date:

Place :

(Signature)

Director, All India Institute of Physically Handicapped,

Mumbai

Or

Dean/Civil Surgeon of Government Hospital

(Name of the issuing Authority)

Seal of the Office

Photograph of  
the candidate  
showing the  
Physical  
disability

**Proforma-F-1**

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

(For Persons with Disability Candidates)

**P3** (Learning Disability) Candidates

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

Photograph of the  
candidate

**CERTIFICATE**

Name :  
Age :  
Date of Birth :  
Date of Registration : L.D.No.  
Father's Name :  
Std. : School Name :  
Physical & Neurologic Assessment (Date : )  
Psychologic Assessment (Date : )

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

Interpretation:

Educational Assessment (Date: ) WRAT : R  
S  
A

Certified that:

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

This certificate is issued for the purpose of his/her admission to Degree course in HMCT for the year 2013-14.

Recommendations: (Name and Signature  
of Issuing Authority)

**Outward no. & Date:**

**Seal of the Office**

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

**CERTIFICATE**

Ref. No.

Date:

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

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

Head of the Office

Place :

Seal of the  
Office

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**Pro forma – K**  
**( For Jammu / Kashmir Migrant Candidates )**  
**(Migrants staying in refugee camps)**  
**CERTIFICATE**

Ref. No.

Date:

This is to certify that Mr./ Miss. .... belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir. The 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 First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

Head of The Office

Place :

Migrant / Refugee

Camp

Seal of the  
Office

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**Pro forma – L**  
(For Refugees staying with relatives)

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

**CERTIFICATE**

Ref. No.

Date:

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

This certificate is issued for the purpose of his / her admission to First Year of Four Year Degree course in HMCT for the academic year 2013-14.

Date :

District Collector

Place :

Seal of the Office

**Pro forma – M**

**(Undertaking to be given by candidates who are unable to produce original certificates at the time of his / her admission as admission is already taken elsewhere)**

**UNDERTAKING**

I .....have secured admission to..... Course in ..... College / institute for first year degree through the Centralised Admission process/Institute at .....on .....  
(Name of Admission Centre ) ( Date of Adm.)

I have not produced the following original documents at the time of my admission as I have already secured admission for ..... At .....

1. HSC Mark sheet.
2. Institute leaving Certificate after passing the qualifying examination..

I have produced the attested copies of the above documents with the certification from the head of the institution where my original documents are retained on account of my admission to that institution.

I here by undertake to submit the original documents as mentioned above on or before .....at the admission center where I have secured admission through centralized admission process on ..... I am aware of the fact that failure on my part to submit the original documents results in cancellation of my admission without any refund of tuition fee as per the provisions of the admission rule .

Date :

( Name of the candidate with signature)

Place :

**Pro forma - O**  
**Specimen Application form for cancellation of admission**  
*(To be submitted in duplicate)*

**Date :** .....

To  
 The Principal,  
*(Name of the Institute)*

Sir,

Full name of candidate : .....

Name of College : .....

Course : ..... Date of admission : .....

University Merit Number : ..... State Merit Number : .....

Amount of fee paid : Rs. ....

Fee Receipt Number and Date: .....(Attach Xerox copy)

I request you to kindly return my original documents and refund the fees paid as per the rules.

.....  
 Signature of candidate

**For Office use only :**

Full address of the candidate:

Telephone No :

Amount Paid Rs.	
Amount Deducted Rs.	
Amount refunded Rs.	
Cheque No. & date	
Bank particulars	

Signature of Accounts Officer

Received the following original documents from the Admission Authority, along with the cheque towards refund of tuition fees:

1. 2. 3. 4. 5. 6.	
----------------------------------	--

Signature of the candidate

**Proforma- I**  
**UNDERTAKING**

**(To be submitted at the time of verification of documents at ARC and at admitted Institute)**  
**(Strike out whichever is not applicable)**

- a) I.....(Name of the Candidate) herewith undertake that I have read all the Rules of Admission for the year 2013-14 and after fully understanding all the rules, I have filled in this application form for admission for the current academic year.
- b) I am a citizen of **India** or I am a Citizen of /Foreign National
- c) My Candidature is Maharashtra /OMS/ J&K Migrant/ PIO
- d) I am a Type A / B Maharashtra Candidate and My Home University is \_\_\_\_\_ as per rule no. 2.8. I am herewith submitting the domicile certificate issued by \_\_\_\_\_ of District \_\_\_\_\_ vide No. \_\_\_\_\_ dated:\_\_\_\_\_.
- e) I am a Type C / D Maharashtra Candidate and My Home University is \_\_\_\_\_ as per rule no. 2.8. I am herewith submitting the required proforma issued by \_\_\_\_\_ vide No. \_\_\_\_\_ dated:\_\_\_\_\_. The district of posting of my father/mother is \_\_\_\_\_.
- f) I belong to \_\_\_\_\_ category which is recognized as Backward Class Category in Maharashtra State Vide G.R. No. \_\_\_\_\_ dated:\_\_\_\_\_. The serial No. of my caste is \_\_\_\_\_ and based on this, I am herewith claiming the reservation as per rule no. 3.0. and submitting the caste certificate issued by \_\_\_\_\_ vide No. \_\_\_\_\_ dated: \_\_\_\_\_ AND Caste Validity Certificate issued by \_\_\_\_\_ vide No. \_\_\_\_\_ Dated \_\_\_\_\_
- g) I am not submitting the caste certificate which state that my caste is migrated from other state of India for claiming the benefit of reservation in Maharashtra State.
- h) I does not belong to the creamy layer and to substantiate the claim I am herewith submitting the Non-Creamy Layer Certificate issued by \_\_\_\_\_ vide No. \_\_\_\_\_ dated: \_\_\_\_\_ and which is valid up to \_\_\_/\_\_\_/20\_\_.
- i) The information given by me in my application form is true to the best of my knowledge and belief.
- j) If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law.
- k) I have not been debarred from appearing at any examination conducted by any Government constituted or statutory autonomous examination authority in India.
- l) I fully understand that the offer of allotment will be made to me depending on my inter-se merit, options given by me and availability of seats at that point of time during the process of allotment.
- m) I hereby agree to conform to any Rules, Acts and Laws enforced by the Government and I hereby undertake that so long as I shall be a student of the College / Institute I will do nothing either inside or outside the College / Institute which may result in compelling the authorities to take disciplinary action against me under the rules, acts, and laws of good conduct and behavior in general and those referred to under Rule 10.0 in particular.
- n) I fully understand that the Principal /Director of the Institute where I shall be 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 those referred under Rule No. 10.0 and the rules of good conduct and discipline prescribed by the Institute / College / University (if any).

MAH-HM-CET 2013

Signature of the Candidate

Application ID :-

(Name of the Candidate)

Exam Seat No. :-

Signature of the Parents (Name of the Parent)

## Annexure I

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

The **Centralized Allotment Process** has following stages;

#### Stage I – Sale of Information brochure and Application Kit.

- ⊖ Aspiring Candidates shall procure Information Brochure along with application Kit from the designated ARCs by paying the prescribed fees in the form of DD/PO.
- ⊖ Fees to be given at ARC in the form of D.D.(Demand Draft) / Pay Order of any Nationalized/Scheduled/ Private sector commercial bank drawn in favour of  
**“Director of Technical Education, Mumbai” payable at Mumbai.**  
No other mode of payment shall be permitted. This fee is non refundable and non transferable under any circumstances.
- ⊖ Prescribed Fees for application form is **Rs. 700/-** for all candidates and **Rs. 500/-** for reserved category candidates belonging to Maharashtra State only (i.e., Candidates having relevant backward class Caste Certificate issued by Maharashtra State authorities )
- ⊖ Application Kit contains the Application ID, Password, important instructions for the submission of online application form. Candidates are advised to read the instructions carefully before submitting the application form. Information given in the application kit is confidential and non transferable and must be kept at safe place.
- ⊖ Candidates will be able to fill in the Online Application form through any computer connected to Internet either from home/ cyber café or at any of the ARCs.
- ⊖ If the candidate applies under both OMS & J & K Migrant seats then the candidate has to pay Rs.1400/- in the form of a DD/PO towards total application form fee.
- ⊖ All the information printed in the brochure will also be available on the website [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013) for browsing, downloading and printing.

#### Stage II - Registration for CET

- ⊖ The Candidate should read the Information brochure carefully.
- ⊖ Aspiring candidates are required to register their name online on the website for “MAH-HM-CET 2013 for which the Application ID and password supplied in the Kit shall be required.
- ⊖ The instructions to the candidates are provided in the Application Kit.
- ⊖ The candidate is required to submit online application through Internet at home, cybercafé or at the designated facilitation center.
- ⊖ Candidates are required to pay Rs.50/- in cash separately as facilitation charges at the facilitation center if the facilities are used.

- Candidates will have to fill up the personal details, qualification details and options for CET Centers.
- ⊖ The candidate is required to paste the recent Photo and put signature on the space provided on the sheet. This sheet is provided in the kit. **The Photo & signature on sheet is to be scanned and uploaded on the website as per given guidelines.**
- ⊖ The candidate must verify the correctness of the information filled. In case of any correction, the candidate can edit it online before confirmation.
- ⊖ The candidate has to confirm the Registration as per guidelines given in Kit.
- ⊖ Candidate will not be able to change the information after the confirmation of registration.
- ⊖ The Online system shall generate the Hall Ticket for CET bearing Name of candidate, the Photo and Signature of the Candidate, CET Center & Venue and such other details.
- ⊖ J & K Migrant candidates, GOI Nominees, Foreign National/PIO/Children of Indian workers in the Gulf countries/Children of NRI are exempted from appearing MAH-HM-CET 2013 but they must register online to get admission through counseling round.

### **Late Registration:**

Late registration facility is provided to those aspiring candidates who could not register for CET within schedule time. This facility is for:

1. The candidates, who have already procured Information brochure along with MAH-HM-CET 2013 Kit and failed to register– such candidates can submit online application form by paying additional late fees of Rs. 500/- in cash at “The Principal, Maharashtra Institute of Hotel Management and Catering Technology, 412 - C, K. N. Munshi Marg, Bahirat Patil Chowk, Shivaji Nagar, Pune 411 016.”
2. Candidates, who have not so far procured Information brochure and MAH-HM-CET 2013 Kit- such candidates need to procure Information Brochure (Rs. 700/- / Rs.500/- ) and pay additional late fees of Rs. 500/- in cash at “The Principal, Maharashtra Institute of Hotel Management and Catering Technology, 412 - C, K. N. Munshi Marg, Bahirat Patil Chowk, Shivaji Nagar, Pune 411 016.” on the dates declared in the Notification.

### **Stage- III: Appearing for the MAH-HM-CET- 2013**

- ⊖ Candidates will appear for MAH-HM-CET-2013 written examination at the designated venue and time mentioned in the Hall Ticket.
- ⊖ Candidates are also required to read the instructions given in the Hall Ticket carefully.

### **Stage- IV: Display of MAH-HM-CET-2013 Result**

- ⊖ The provisional Result of MAH-HM-CET-2013 will be displayed on [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013) as per the schedule.



**Stage V –Document Verification and Confirmation of “Application Form for Admission” at ARC**

**IMPORTANT:** Failure to confirm the online application form at the ARCs will make candidate’s claim for the admission through CAP to HMCT as NULL & VOID and candidate’s name will not appear in the Merit List(s).

- ✦ All the eligible candidates are required to update the information submitted at the time of submission of Application form for CET through candidate login.
- ✦ Candidates will be able to modify the submitted application except name of the candidate, date of birth, permanent address, email.
- ✦ Candidate is required to take a printout of the updated Online Application Form.
- ✦ The Printout of the online application form will list the required documents for verification.
- ✦ The candidate will have to confirm the online application form at designated ARC in-person.
- ✦ Candidate is required to produce all Original documents for verification and should submit attested copies of documents (As per the list of the documents mentioned on the printout of the application form) along with proforma-I in original at the ARC. Candidate is also required to produce Receipt of Payment of fees issued by the ARC.
- ✦ If the candidate fails to substantiate the claim(s), then the application form will not be confirmed.
- ✦ The candidates belonging to ***SC, ST, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC*** categories should produce “**Caste/Tribe Validity Certificate**” issued by Scrutiny Committee of Social Welfare Department/ **Scrutiny Committee of Tribal Department** at ***the time of submission*** of CAP application form for the Admission(At the time of Document Verification at ARC as per schedule). The policy of Social Justice & Special Assistance and Tribal Development Department of State Government will be made applicable in case of Caste/Tribe Validity Certificate.
- ✦ Backward Class Category candidates who fail to produce the valid caste, Caste Validity and/or Non Creamy layer certificates will be converted to General Category and are required to pay Rs. 200/- as difference in fees in cash at ARC.
- ✦ If Maharashtra Candidates of Type-B, C and D fails to produce supporting documents then such candidates will be converted to OMS candidates.
- ✦ In any case, certificates will not be accepted once the application form is confirmed
- ✦ The candidate should collect the copy of online generated “Receipt-cum-Acknowledgement” duly signed by ARC Officer and bearing seal of the ARC.
- ✦ After confirmation of Application form, requests for change in Type of Candidature, Change of Category/Reservation Claims and Change of Home University etc. will not be accepted.

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

- ✦ The Provisional Merit lists viz. Maharashtra State Candidates, OMS Candidates, etc will be displayed on website.
- ✦ For discrepancy in the provisional merit list, if any, get the corrections done by lodging the grievance in-person at ARCs within the period specified in the schedule.
- ✦ The Final merit list will be displayed on the website as per the schedule.
- ✦ The score card will be dispatched to the permanent address of the candidate mentioned in the application form by ordinary post.
- ✦ The duplicate score card will be issued on payment of fee Rs. 200/- through Institute where the candidate has taken the admission.

**Stage-VII: Submission and confirmation of online option form for CAP Round I and II.****General Instructions:**

- ⊖ In order to participate in the Centralized Admission Process (subject to fulfillment of the eligibility criterion of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round.
- Candidates will be able to fill in the online option form through their login on website.
- ⊖ It is mandatory for all candidates to confirm the online option form by him/ her.
- ⊖ The candidate will not be able to change the Options once it is confirmed.
- ⊖ **IMPORTANT:** Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by the others on behalf of the candidate. Hence candidates are instructed to keep changing the password and keep note of it.
- ⊖ Every institute offering HMCT course has been allotted a choice code number which is given in the "Annexure -VIII" of the Information Brochure. The updated list of HMCT Institutes participating in CAP is available on the website.
- ⊖ The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be his/her first preference.
- ⊖ Option form received through online submission alone will be considered valid for further processing.
- ⊖ As the admission for **J&K migrant candidates** will be carried out by counseling, they are not required to submit the option form. However, they have to be physically present at the time of counseling along with the original documents at **Maharashtra Institute of Hotel Management and Catering Technology, 412-C, K.N.Munshi Marg, Bahirat Patil Chowk, Shivaji Nagar, Pune 411 016**, as per the notified schedule.
- ⊖ **OMS candidate** shall submit option form through CAP. They can also apply separately for the seats coming under the Institute Authorities (Institute Level Seats /against CAP vacancies) to be filled by the respective institute at the institute level.

**Instructions for filling online option form for CAP Round I**

- ☞ The candidate has to login to the website through his/her application ID and Password.
- ☞ Candidate has to confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password.
- Once the options are confirmed Online, the candidate cannot change the options/preferences.
- ☞ Every institute has been allotted a 5-digit code number which is given in the Annexure "VIII" of the Information Brochure.
- ☞ The Candidate should select the **choice codes with preference**.
- ☞ The Candidate should give at least one choice/option otherwise the candidate will not be considered for allotment through CAP.
- ☞ Option forms received through online submission alone will be considered valid for further processing.

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

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

- ☞ The allotment through CAP Round I shall be displayed on [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013).
- ☞ The candidate should take a printout of the displayed allotment. No separate allotment letter will be issued to candidates.
- ☞ The candidate will report at the institute where the seat is allotted along with the necessary documents (Refer Annexure II) and fees as per the notified schedule.
- ☞ Candidates will confirm the admission at the institute where the seat is allotted as per the schedule notified.
- ☞ The respective **Institute** will carry out "**Online Update**" of the confirmation of the candidate's admission on DTE website through their Institute login immediately when **the candidate is being admitted at the Institute**.
- ☞ The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to 'Reported Candidate'. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat. Such seats will be treated as vacant seat for subsequent round of CAP.

- The candidates will be able to know the status of reporting, his/her eligibility for next round through login.
- ⊖ It is not permitted for a candidate to cancel his/her admission of CAP round I and apply/appear for the subsequent round of centralized admission.

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

All candidates who have secured first choice of allotment in MSCAP will not be eligible for participating in subsequent round(s) irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised to confirm the admission at the respective Institute as per the secured allotment in the CAP Round-I, since names of such candidates will be automatically deleted from the merit list for the subsequent round(s).

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

### **Stage-IX: Confirmation of Online filled Option Form for CAP Round II**

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

- ⊖ The allotment through CAP Round I shall be displayed on [www.dte.org.in/hmct2013](http://www.dte.org.in/hmct2013).
- ⊖ The candidate should take a printout of the displayed allotment. No separate allotment letter will be issued to candidates.
- ⊖ The candidate will report at the institute where the seat is allotted along with the necessary documents (Refer Annexure II) and fees as per the notified schedule.
- ⊖ Candidates will confirm the admission at the institute where the seat is allotted as per the schedule notified.
- The respective **Institute** will carry out **"Online Update"** of the confirmation of the candidate's admission on DTE website through their Institute login immediately when **the candidate is being admitted at the Institute.**
- ⊖ The system shall automatically generate an acknowledgement. The institute shall take a printout of the receipt and then the status of candidate will change to 'Reported Candidate'. The Institute will be able to view the daily summary of the reported candidates along with fee and document details.
- If the candidate (to whom it is Mandatory to report after allotment) fails to report to and confirm the admission at the Institute, on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat. Such seats will be treated as vacant seat for subsequent round of CAP.

- The candidates will be able to know the status of reporting, his/her eligibility for next round through login.
- ⊖ It is not permitted for a candidate to cancel his/her admission of CAP round II and apply/appear for the subsequent round of centralized admission.

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

1. All candidates who have secured any one allotment in MSCAP will not be eligible for participating in subsequent round(s) irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised to confirm the admission at the respective Institute as per the secured allotment in the CAP Round-II, since names of such candidates will be automatically deleted from the merit list for the subsequent round(s).
2. All such seats, on which the candidates have confirmed the admission on or before the last date of reporting of CAP Round-II, shall not be available for allotment in subsequent round(s) of Centralized Admission.

### **Stage-X : CAP Round III- Counseling round of Admission**

#### **⊖ Available Seats**

1. All Vacant MS & OMS seats under purview of Competent Authority.
2. All vacant seats of OMS quota will be merged to MS seat quota.
3. All vacant seats in respective categories such as Backward, PH, HU, OHU etc. will be considered as State Level General seats.

- ⊖ **Eligibility-** All Maharashtra State Candidates, whose names have appeared in the MAH-HM-CET 2013 Merit list of CAP Round-III, are eligible to appear for this Counseling Round of Admission.

### **Rules of Reporting**

- ⊕ Eligible candidates must report **in-person** at the venue of "Center of Admission" in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not allowed to participate in this round.
- ⊕ Candidate is required to pay processing fees of CAP Round-III, Rs.100/- in cash at the Center of Admission and obtain a receipt for the same.
- ⊕ The candidate will report as per schedule at the **following Center of Admission** along with the necessary original documents and carry part payment of non-refundable fees of Rs.5000/- in cash.
- ⊕ Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se merit of candidates.
- ⊕ **Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of Rs.5000/- (in cash) and producing necessary documents in original for verification.**
- ⊕ The **Center of Admission** will update the confirmation of the candidate's admission on DTE website through the login immediately.

- ❖ Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees as notified by the Shikshan Shulka Samiti **less** Rs. 5,000/- paid by the candidate at **Respective Institute**) as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat as well on the Rs.5000/- paid by the candidate at the **Center of Admission**.

**Annexure – II****Documents to be attached along with CAP Application form**

The candidate is required to carry **All Original Certificates** in support of their claim at the time Confirmation of Admission form, for the scrutiny and verification. The candidate is required to submit only attested true copies of documents at the time of Confirmation of Admission form.

<b>Sr. No.</b>	<b>Type of Candidate</b>	<b>Attested true copies of documents to be attached along with Application form</b>
1.	All Candidates	S.S.C. ( Std.X) mark sheet. H.S.C. ( Std. XII) mark sheet. School leaving certificate after passing H.S.C. (Std. XII). Certificate of the <b>Indian Nationality of the candidate.</b>
2.	Type – A Candidates	Domicile certificate of candidate indicating that he/she is domiciled in the state of Maharashtra or Birth Certificate of the candidate indicating place of birth is in Maharashtra or school leaving certificate clearly indicating place of birth in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
3.	Type – B Candidates	Domicile certificate of candidate/ of father/mother/husband of candidate indicating that he/she is domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
4.	Type – C Candidates	Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a central government / Govt. of India undertaking employee is presently posted in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
5.	Type – D Candidates	Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra state government / Maharashtra state government undertaking employee is presently posted in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
6.	Backward class Candidates belonging to SC/ST categories.	Caste certificate Caste Validity Certificate (In addition to the documents mentioned in Sr. No. 1)
7.	Backward class Candidates belonging to VJ/DT (NT-A)/ NT(B) /NT(C) / NT(D)/ OBC /SBC categories.	Caste certificate Caste Validity Certificate Non creamy layer certificate <sup>®</sup> valid up to 31 <sup>st</sup> March 2014. (In addition to the documents mentioned in Sr. No. 1)
8.	Ex servicemen (Def1)	Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex service personnel is domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)

9.	Active Domicile Defence Candidates. (Def2)	Defence Service Certificate Pro forma – C Domicile certificate of father/mother who is an active defence service person is domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
10.	Active Non Domicile Defence Candidates. (Def3)	Defence Service Certificate Pro forma – C and D/E. Certificate from the employer in the pro forma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the pro forma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his/her previous place of posting in Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
11.	Persons with Disability Candidates	Certificate in the pro forma–F/F-1. (In addition to the documents mentioned in Sr. No. 1)
12.	Jammu and Kashmir Migrant candidates	Certificate of posting in case of defence and Govt. servants in proforma – J Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L. (In addition to the documents mentioned in Sr. No. 1)
13.	Foreign nationals	Eligibility certificate from concerned University Certificate / Proof of Foreign national status as per Definition in Rule No. 1.2
14.	Persons of Indian origin	Eligibility certificate from concerned University Certificate / Proof of Persons of Indian origin status as per Definition in Rule No. 1.2
15.	Workers in gulf countries/ Non Resident Indian	Eligibility certificate from concerned University Certificate / Proof of Person having status as Worker in gulf countries/ NRI status as per Definition in Rule No. 1.2
16.	TFWS candidates	Candidates interested in TFWS seats will have to submit income certificate stating that his/her parent's annual income is less than Rs. 4.50 lakhs from all sources from the appropriate competent authority of the Maharashtra State.

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

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

**(1)** Whoever not being a person belonging to any of the Scheduled Castes, Scheduled Tribes, Denotified Tribes, De-notified tribes, (Vimukta Jatis), Nomadic Tribes, Other Backward Classes



or Special Backward Category secures admission in any educational institution against a seat reserved for such Castes, Tribes or Classes, or secures any appointment in the Government, local authority or in any other company or Corporation, owned or controlled by the Government or in any Government aided institution or Co-Operative Society against a post reserved for such Castes, Tribes or Classes by producing a false Caste Certificate shall, on cancellation of the Caste Certificate by the Scrutiny Committee, be liable to be debarred from the concerned educational institution, or as the case may be, discharged from the said employment forthwith and any other benefits enjoyed or derived by virtue of such admission or appointment by such person as aforesaid shall be withdrawn forthwith.

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

**(3)** Notwithstanding anything contained in any Act for the time being in force, any Degree, Diploma or any other educational qualification acquired by such person after securing admission in any educational institution on the basis of a Caste Certificate which is subsequently proved to be false shall also stand cancelled, on cancellation of such Caste Certificate, by the Scrutiny Committee.

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

**Para 11: (Offences & Penalties)**

**(1)** Whoever,-

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

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

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

**Para 12: (Offences under Act to be cognizable & nonbailable)**

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

- (a) offence punishable under section 11 shall be cognizable and non-bailable;
- (b) every offence punishable under this Act, shall be tried by any Magistrate of First Class in a summary way and provisions of sections 262 except sub-section(2) to 265 both inclusive of this Code shall as far as possible may be applied to such trial.

**Para 13: (Penalty for issuing false Caste Certificate)**

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

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

**Para 14: (Penalty for abatement)**

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

**✚ # The certificate of Indian Nationality :-**

The certificate of Indian Nationality, Which is usually issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides. In lieu of the "Certificate of Indian Nationality" any one of the following certificate will also be acceptable-

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

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

**✚ @ Non-Creamy Layer Certificate:-**

A candidate belonging to 'Creamy Layer' amongst the categories VJ/DT NT(A),NT(B),NT(C),SBC and OBC must note that the provision of reservation is NOT applicable to him/her.

A candidate claiming benefit of reservation under the categories VJ/DT NT(A),NT(B),NT(C),SBC and OBC above will be required to produce "Non-Creamy Layer Certificate" in the name of the parent as per Annexure-A as specified in the Government Resolution No. CBC/10/2008/CR-697/BCW-5, dated 27th February 2009. The certificate should be **valid up to 31<sup>st</sup> March 2014.**

**✚ Domicile certificate:**

Domicile certificate issued by the Maharashtra State's appropriate authorities will be considered valid. The domicile certificate of Mother of the candidate should have been issued after her marriage, such certificate issued before her marriage will not be valid. In case of mother's domicile certificate, the candidate shall submit an affidavit on Rs.100/- stamp paper,

stating that the person in whose name the domicile certificate is issued is the mother of the candidate.

✦ **Caste Validity Certificate:-**

The candidates belonging to **SC, ST, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC** categories should produce "**Caste/Tribe Validity Certificate**" issued by Scrutiny Committee of Social Welfare Department/ Scrutiny Committee of Tribal Department at **the time of submission** of CAP application form for the Admission(At the time of Document Verification at ARC as per schedule). The policy of Social Justice & Special Assistance and Tribal Development Department of State Government will be made applicable in case of Caste/Tribe Validity Certificate.

✦ **Cut off date for the eligibility:**

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

A Non-Creamy Layer Certificate shall be produced in any case on or before the last date of Confirmation of Admission form, failing which the category claimed will not be considered.

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

Sr. No.	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
2.	S.T.	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
3.	V.J. /D.T.- NT(A)/ N.T.(B)/ N.T.( C)/ N.T.(D) / O.B.C. /S.B.C.	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		Caste Validity Certificate	Caste Certificate Scrutiny Committee, Director of Social Welfare, Maharashtra State.
		Non-creamy layer Certificate valid upto 31 <sup>st</sup> March 2014	Sub Divisional Officer / Deputy Collector / Collector of the district.

**Attestation:**

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

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

**Translation:**

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

### **Annexure –III**

#### **Guidelines for the Admission Process to be carried out by Unaided HMCT Colleges to fill Vacant seats and Institute level seats:**

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

Admission authority in the institute shall follow the procedure mentioned under rule for Reporting of candidates given in Annexure I. The candidate should be admitted only after the scrutiny of original documents.

##### **Seats available & Eligibility criteria of candidates for admission process to be carried out at Institute Level for vacant seats and seats to be filled at the Institute level :**

Seats available:

1. Vacancy within sanctioned intake due to the Non Reporting (OMS and MS seats under CAP), Non Allotment (OMS and MS seats under CAP) and Cancellations.
  2. Institute level seats (as per rule no. 1.8.1)
- In Unaided Non Minority Colleges, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled after preparing a common merit list of all the candidates who have applied for the Vacancy round at the respective Unaided Non-Minority Colleges.

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

##### **a) Maharashtra State candidates (CET basis)**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with **English** as **one of the subject** and secured minimum 45% marks in aggregate (40% marks in aggregate for backward class category candidates and Persons with Disability candidates belonging to Maharashtra state only).

**AND**

Appeared and obtained non zero score at MAH-HM-CET 2013.

- To resolve a tie i.e. more than one candidate securing equal marks in MAH-HM-CET 2013, the procedure given in Rule 4.2 shall be adopted.

**b) Maharashtra State candidates (XII th basis):**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with English as one of the subject and secured minimum 45% marks in aggregate (40% marks in aggregate for backward class category candidates and Persons with Disability candidates belonging to Maharashtra state only).

- To resolve a tie i.e. more than one candidate securing equal aggregate marks in HSC(Std. XII) examination, following order of preference shall be adopted:
  - Marks obtained in English at HSC,
  - Grand total of marks at SSC,
  - Marks obtained in Mathematics at SSC.

**c) Maharashtra State Candidates passing Diploma in HMCT course:**

Diploma holders who have passed the Diploma course in HMCT with minimum of 45% marks in aggregate (40% marks in aggregate for backward class category candidates and Persons with Disability candidates belonging to Maharashtra state only) and medium of instruction as English from the Polytechnics affiliated to MSBTE or AICTE approved Autonomous Polytechnics situated in or outside the State of Maharashtra.

- To resolve a tie i.e. more than one candidate securing equal aggregate marks in Final year of the Diploma exam, following order of preference shall be adopted:
  - Grand Total of marks at SSC,
  - Marks obtained in Mathematics at SSC.

**d) Outside Maharashtra State Candidates (CET basis) :**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with English as one of the subject and secured minimum 45% marks in aggregate

AND

Appeared and obtained non zero score at MAH-HM-CET 2013

- To resolve a tie i.e. more than one candidate securing equal marks in MAH-HM-CET 2013, the procedure given in Rule 4.2 shall be adopted.

**e) Outside Maharashtra State candidates (XIITH basis):**

Candidate should be an Indian National and should have passed the HSC (Std.XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination in Science/Home Science/Commerce/Arts/MCVC with English as one of the subject and secured minimum 45% marks in aggregate

- To resolve a tie i.e. more than one candidate securing equal aggregate marks in HSC(Std. XII) examination, following order of preference shall be adopted:
  - Marks obtained in English at HSC,
  - Grand total of marks at SSC,
  - Marks obtained in Mathematics at SSC.

**f) Outside Maharashtra State candidates passing Diploma in HMCT course:**

Diploma holders who have passed the Diploma course in HMCT with minimum of 45% marks and medium of instruction as English from the Polytechnics or AICTE approved autonomous Polytechnics situate in or outside the State of Maharashtra.

- To resolve a tie i.e. more than one candidate securing equal aggregate marks in Final year of the Diploma exam, following order of preference shall be adopted:
  - Grand Total of marks at SSC,
  - Marks obtained in Mathematics at SSC.

**Guidelines for the admission process at Institute level for both Institute level seats & Vacancy seats:**

- All admissions shall be done in fully Transparent Manner & shall be based on Merit.
- The Principals of the respective Unaided HMCT Colleges shall invite applications for the seats available by giving publicity at least in two newspapers. Institutes are required to mention the name of newspaper in which vacancy position will be notified in their prospectus/brochure. Vacancies are also to be displayed on the notice board of the Institute. Detailed schedule of the admission process is also to be displayed.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute.
- The candidate who has been offered admission has to pay necessary fees in full and secure the admission at the Institute.
- The admission taken under this rule is independent of the admission taken through centralized allotment process conducted by the competent authority. Therefore, the refund rules of the respective institute will be applicable for the cancellation of admission against such vacant seats. Institutes are required to specify their rules of refund on their Notice board as well as on their institute website before the start of round.
- Information brochure/prospectus of the Institute which specifies rules of admission should be published well before the commencement of the process of admission for seats to be filled at the Institute Level. All the information in the brochures should also be displayed on the Institute's website.

**General Notes:**

1. The allotment list will be available to the institute through their Institute Login. The Institute should update the information of the reported candidates, allotted under CAP on the same day on which the candidate is reporting.
2. The Principal of the institute has to update the branch wise list of admitted candidates on DTE website through their institute login clearly indicating the stage of their admission like CAP, Maharashtra Candidate against vacancy, OMS candidate against vacancy, Institute Level seats, J&K Migrant seats etc with in 10 days from the cut off date.
3. **For actions to be taken in case of excess admissions and late uploading of admitted candidates on website institutes are advised to refer Rule 7.0**
4. Three copies of such lists are to be printed and to be submitted to the concerned Regional Office of Technical Education, duly signed by the Principal / Head of the Institute.
5. The regional office of the Joint Director of Technical Education verifies the supporting documents and forwards the admitted candidate list to the Director, Technical Education with the Remarks of Joint Director for approval.
6. The DTE shall accord the final approval to the list of admitted candidates. It is binding on all the Universities to grant enrollment only for the students on approved list.

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



**ANNEXURE - IV****LIST OF APPLICATION FORM RECEIPT CENTERS (ARCs)**

<b>Sr. No</b>	<b>Name &amp; Address of the Application form Receipt centers for MAH-HM-CET-2013</b>
1	St. Xavier's Technical Institute, Mahim Causeway Road, Mahim, Mumbai
2	V P M Polytechnic, Chendani, Bunder Road, Jnanadweep, College Campus, Thane(W)
3	Government Polytechnic, Near Thibaw Palace, Ratnagiri
4	Maharashtra State Institute of Hotel management & Catering Technology, Shivajinagar, Pune
5	Mahatama Gandhi Vidyamandir's College of Hotel Management & Catering Technology, Nashik
6	A.J.M.V.P.S. Institute of Hotel Management & Catering Technology College, Ahmednagar
7	S.S.B.T.'s College of Engineering and Technology, P.O.Box 94, C.O.E.T, Jalgaon
8	Government College of Engineering, Aurangabad
9	Government Polytechnic, Veer Sawarkar Marg, Baba Nagar, Nanded
10	Government Polytechnic, Vidyanagar, Kolhapur
11	Walchand Institute of Technology, Solapur
12	Government Polytechnic, Gadge Nagar, Post-Shivaji Nagar, V.M.V.Road, Amravati
13	YES's Shri Balasaheb Tirpude College of Hotel Management & Catering Technology, Shri Nasikraoji Tirpude Marg, Civil Lines, Sadar Nagpur
14	Tuli College of Hotel Management, Near Koradi Naka, Bokhara Road, Nagpur

**Note:** - All ARCs will remain open on all days in Office hours as per schedule for issue of Information Brochure along with application Kit and for facilitation & support as per schedule.

## Annexure - V

### **Syllabus and CET details, Sample Questions & Sample Answer Sheet**

#### **Details of Common Entrance Test MAH-HM-CET 2013**

##### **1. About MAH-HM-CET 2013 Online Examination.**

MAH-HM-CET 2013 will be conducted **ONLINE** at all examination centers which will include multiple choice objective type questions (MCQs). The question paper for the CET will be set in English only. Translations in any other languages will not be available.

**The Online CET would be comprised of one online paper of 100 marks of 90 minutes duration.**

**Please note the MAH-HM-CET 2013 will have no negative mark system. Each correct answer will carry 1 marks. Unanswered questions will carry zero marks.**

The marks at the CET would be considered for admission during the current academic year only and would not be allowed to be carried forward to the next year.

The cities in which MAH-HM-CET 2013 is conducted are designated as centers for the CET. Each center will have several venues depending upon the number of candidates likely to appear at that center. A candidate applying for the CET would have the freedom to choose his/her center but shall not have freedom to choose the venue/session.

Use of calculators, slide rules, log tables or other such arithmetic aids and cellular phone, pager etc. is not allowed. Instructions sent to you with the application receipt, books, notes etc. are also not allowed. If you have brought any of these, please leave them with the invigilator.

#### **General Instructions:**

1. Total of 90 minutes duration will be given to attempt all the questions
2. The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
3. The question palette at the right of screen shows one of the following statuses of each of the questions numbered:



You have not visited the question yet.



You have not answered the question.



You have answered the question.



You have NOT answered the question but have marked the question for review.



You have answered the question but marked it for review.

The Marked for Review status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*

**Navigating to a question:**

4. To select a question to answer, you can do one of the following:
  - a. Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
  - b. Click on Save and Next to save answer to current question and to go to the next question in sequence.
  - c. Click on Mark for Review and Next to save answer to current question, mark it for review, and to go to the next question in sequence.
5. You can view the entire paper by clicking on the **Question Paper** button.

**Answering questions:**

6. For multiple choice type question :
  - a. To select your answer, click on one of the option buttons
  - b. To change your answer, click the another desired option button
  - c. To save your answer, you MUST click on **Save & Next**
  - d. To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
  - e. To mark a question for review click on **Mark for Review & Next**. *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*
7. For a numerical answer type question
  - a. To enter a number as your answer, use the virtual numerical keypad
  - b. A fraction (eg. 0.3 or -0.3) can be entered as an answer ONLY with '0' before the decimal point
  - c. To save your answer, you MUST click on **Save & Next**
  - d. To clear your answer, click on the **Clear Response** button
8. To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save & Next** button.
9. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.

**Navigating through sections:**

10. Sections in this question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section you are currently viewing is highlighted.
11. After clicking the **Save & Next** button on the last question for a section, you will automatically be taken to the first question of the next section.
12. You can move the mouse cursor over the section names to view the status of the questions for that section.
13. You can shuffle between sections and questions anytime during the examination as per your convenience.

**Syllabus for MAH-HM-CET 2013 Examination**

**Scheme of CET**

The On Line test will have 100 Questions based on Reasoning (Verbal as well as Arithmetic), English Language & General Awareness including questions on culture, current national, international affairs, trade & commerce, sports, scientific inventions and discoveries, travel/tourism etc.

You will be given 90 Minutes time to attempt these 100 questions. Some sample questions are given below. Study them carefully.

**SAMPLE QUESTIONS**

These sample questions are only illustrative and not exhaustive in terms of types and difficulty level of the questions which will be set in the test. Mark your answers of the sample questions on the specimen of the answer sheet given ahead.

Q.1 Some leaders are dishonest. Satyapriya is a leader. Which of the following inferences definitely follows from these two statements?

- (1) Satyapriya is honest.
- (2) Satyapriya is dishonest.
- (3) Leaders are generally dishonest.
- (4) Some leaders are honest.

Q.2-3 Read the information given below and answer the questions.

Six plays (A), (B), (C), (D), (E) & (F) of a famous playwright are to be staged one on each day from Monday to Saturday.

The schedule of the plays is to be in accordance with the following

- (1) A must be on the previous day of the day on which E is staged.
- (2) C must not be staged on Tuesday
- (3) B must be on a day which follows the day on which F is staged.
- (4) D must be staged on Friday only and should not be immediately preceded by B.
- (5) E must not be staged on the last day of the schedule.

Q.2 Which of the following is the schedule of plays with the order of their staging from

- (1) EABFDC (2) FBAEDC (3) AFBCDE (4) FABEDC

Q.3 Play D is between which of the following pairs of play's ?

- (1) C & E (2) E & F (3) A & E (4) B & E

Some questions are based on arithmetical computation, percentages, ratio proportion, problems of application on basic principles in Arithmetic, Algebra, Mensuration and Geometry. Some sample questions are given below:

Q.4 If  $n$  is odd integer, which of the following must be odd?

- I.  $2n+n$  II.  $.n+n$  III.  $.n \times n \times n$

- (1) I only. (2) II only (3) III only (4) I and III only.

Q.5. The strength of HMCT class is 42 of whom 33.3% are experienced and others freshers.

There are 20 females in the class of whom 80% are freshers. How many experienced male students are there in the class?

- (1) 4 (2) 10 (3) 12 (4) 16.

Q.6 The following sentence is broken into 3 parts. Find out if any of the parts has an error, and the number of that part is your answer. If no part has an error, your answer is 4, i.e. No error. (please, do not look for an error in punctuation).

Dara, being an excellence football player, / received a fabulous offer / to join the popular football club. No error

- (1) (2) (3) (4)

Q.7-8 **Directions:** In the questions given below, either a part or the entire sentence is printed in **bold**. The sentence is followed by four ways of writing the **bold** part. Answer choice (1) repeats the original or there is no

change; the other answer choices vary. If you think that the original phrasing is the best i.e. no change is required: choose (1) as your answer. If you think that any other answer choice is the best, select that as your answer and indicate it on your answer sheet properly.

Q.7 **After having finished the lecture**, the speaker asked if there were any questions.

(1) No change (2) Finishing the lecture (3) Having finished the lecture (4) Having been finished the lecture.

Q.8. **Had you** telephoned me, I would have helped you.

(1) No change (2) If you (3) If had you (4) You had

Q.9. **Directions:** You are given a frame of three- sentence statement or a small paragraph. The middle sentence has been removed. Three possible fillers (A,B,C) are provided. One or more than one OR none might fit. The completed statement must be compact and well organized presentation/ elaboration of the idea implied in the paragraph. Select the appropriate answer option from (1) to (4).

Certain plants grow in desert areas (-----) .Its oil is used as medicine.

A: Every continent has large desert areas.

B: The Castor oil plant is one of them.

C: Some of them have thorny leaves.

The blank can be filled suitably by -----

(1) only A (2) Only B (3) only C (4) A or B

**Explanation:** The answer is 2, that is "only B". While A & C can follow sentence 1, neither of them can come before sentence 3 which begins with "its". Similarly, a question to find out two middle sentences from the given once can be asked in the test.

Q.10 Tourist wishing to visit some famous sea-beaches in India should be advised to visit -----

(1) Uttaranchal (2) Goa (3) Jammu & Kashmir (4) None of these.

Q.11 Which of the following is known as Pink city?

(1) Bangalore (2) Gwalior (3) Jaipur (4) Agra.

Q.12 Daal Batti and Churma is a famous and popular dish of -----

(1) Gujarat (2) Uttar Pradesh (3) Himachal Pradesh (4) Rajasthan.

Q.13 The famous Khajuraho temples are located in -----

(1) Gujarat (2) Uttar Pradesh (3) Madhya Pradesh (4) None of these.

**1** **4007** **Lady Amritbai Daga College for Women of Arts, Comm & Sci & R.Purohit College of H.Sci & H. Sc. Technology, Nagpur**

University Area Rashtrasant Tukadoji Maharaj Nagpur University  
 Status Government-Aided  
 Year of Establishment 1932  
 Address Department of HMCT, L.A.D. & Smt. R.P.College for Women, Seminary hills, Shankar Nagar,Nagpur  
 District Nagpur PIN 440006  
 Phone No (0712) 2512336 Fax 2246945  
 Email lad\_hmct@yahoo.com  
 Web www.hotelmanagementlad.org.in  
 Railway Station Nagpur( 5.0 km.)  
 Bus Stand Nagpur( 7.0km.)  
 Hostel Intake Boys : Nil Girls: 15

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	40	1989	400744110

**2** **4219** **Yugantar Education Society's Shri Balasaheb Tirpude College of Hotel Management & Catering Technology,Nagpur**

University Area Rashtrasant Tukadoji Maharaj Nagpur University  
 Status Un-Aided  
 Year of Establishment 1994  
 Address Shri Nasikraoji Tirpude Marg,Civil Lines ,Sadar, Nagpur  
 District Nagpur PIN 440001  
 Phone No (0712) 2550695 Fax 2550695  
 Email tirpudehmct@hotmail.com  
 Web www.tirpudehmct.org  
 Railway Station Nagpur( 4.0 km.)  
 Bus Stand Nagpur( 6.0km.)  
 Hostel Intake Boys : Nil Girls: Nil

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	1994	421944110

**3** **4221** **Tuli College of Hotel Management, Nagpur**

University Area Rashtrasant Tukadoji Maharaj Nagpur University  
 Status Un-Aided  
 Year of Establishment 1999  
 Address Near Koradi Naka,Bokhara Road, Nagpur  
 District Nagpur PIN 441111  
 Phone No (0712) 6644318 Fax 6644315  
 Email tuli\_c\_hm@rediffmail.com  
 Web www.eduattuli.com  
 Railway Station Nagpur( 8.0 km.)  
 Bus Stand Nagpur(10.0km.)  
 Hostel Intake Boys : 60 Girls: 30

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	2003	422144110

**4** **5218** **A.J.M.V.P.S. Institute of Hotel Management & Catering Technology College, Ahmednagar**

University Area Pune University  
 Status Un-Aided  
 Year of Establishment 1997  
 Address Lal Taki Road, Near Law College, Ahmednagar

District Ahmednagar PIN 414001  
 Phone No (0241) 2326778 Fax 2326778

Email ajmvps\_ihmct@hotmail.com  
 Web www.ihmct-anr.com

Railway Station Ahmednagar( 6.0 km.)  
 Bus Stand Ahmednagar ( 2.0km.)  
 Hostel Intake Boys : 10 Girls: 10

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	30	1997	521844110

**5** **5219** **Mahatma Gandhi Vidyamandir's College of Hotel Management & Catering Technology , Nashik**

University Area Pune University  
 Status Un-Aided  
 Year of Establishment 2001  
 Address Mumbai-Agra Highway, Panchavati, Nashik

District Nashik PIN 422033  
 Phone No (0253) 2628283 Fax 2628281

Email mgvihmct@rediffmail.com  
 Web www.mgv.edu/hmct

Railway Station Nasik Road ( 8.0 km.)  
 Bus Stand Central Bus Stand( 3.0km.)  
 Hostel Intake Boys : 25 Girls: 25

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	40	2001	521944110

**6** **6540** **Maharashtra State Institute of Hotel Management & Catering Technology,Pune**

University Area Pune University  
 Status Un-Aided  
 Year of Establishment 2003  
 Address 412-C,K.M.Munshi Road, Shivaji Nagar Pune 411016

District Pune PIN 411016  
 Phone No (9520) 25676640 Fax 25676640

Email msihmct@gmail.com  
 Web www.msihmct.org

Railway Station Pune( 7.0 km.)  
 Bus Stand Pune,Shivaji Nagar( 2.5km.)  
 Hostel Intake Boys : Nil Girls: Nil

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	2003	654044110

**7** **6541** **All India Shri Shivaji Memorial Society's College of HMCT, Pune**

University Area Pune University  
 Status Un-Aided  
 Year of Establishment 1997  
 Address 55-56, Shivaji Nagar, Pune , 411005

District Pune PIN 411005  
 Phone No (020) 65002959 Fax 25520488

Email officeadmin@aissmschmct.in  
 Web www.aissmschmct.in

Railway Station Shivajinagar( 0.5 km.)  
 Bus Stand Shivaji Nagar( 0.5km.)  
 Hostel Intake Boys : Nil Girls: 5

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	1997	654144110

**8** **6542** **Dr. D.Y. Patil Vidya Pratishthan Society Dr.D.Y.Patil Institute of Hotel Management & Catering Technology, Tathawade,Tal:Mulshi**

University Area **Pune** Pune University  
 Status Un-Aided  
 Year of Establishment 1997  
 Address Opp. HA Factory Sant Tukaram Nagar, Survey No: 87/88, Mumbai-Pune Expresss Way, Tathawade, Pune , 411033

District Pune PIN 411033  
 Phone No (020) 22932624 Fax

Email info.hmct@dypvp.edu.in  
 Web www.hmct.dypvp.edu.in

Railway Station Chinchwad( 6.0 km.)  
 Bus Stand Chinchwad( 6.0km.)  
 Hostel Intake Boys : 10 Girls: 10

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	1997	654244110

**9** **6543** **Sinhgad Institute of Hotel Management & Catering Technology, Lonavala**

University Area Pune University  
 Status Un-Aided  
 Year of Establishment 2004  
 Address S.No. 309,310, Kusgaon(Bk), Lonavala Tal. Mawal Pune , 410401

District Pune PIN 410401  
 Phone No (02114) 304313 Fax 270260

Email principal.sihmct@sinhgad.edu  
 Web www.sinhgad.edu

Railway Station Lonavala( 3.5 km.)  
 Bus Stand Lonavala( 4.0km.)  
 Hostel Intake Boys : 25 Girls: 4

Course Name	Intake	Course StartingYear	Choice Code
Hotel Management and Catering Technology	60	2004	654344110