

# GOVERNMENT OF MAHARASHTRA

**Rules for admission to State Government approved First Year/Second Year of Three year full time Post Graduate Degree course in Master of Computer Applications (MCA) for the academic year 2015-16**



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## GOVERNMENT OF MAHARASHTRA

### **Rules for admission to State Government approved First Year/Second Year of Three year full time Post Graduate Degree course in Master of Computer Applications (MCA) for the academic year 2015-16**

*These rules are approved vide Government Letter No. TEM/2015/C.N.29/T.E.4 Dated 24<sup>th</sup> February 2015*

#### **1.0 General:**

The entrance examination for admission to the State Government approved three year masters degree MCA courses in State of Maharashtra for the academic year 2015-2016 shall be conducted by the Competent Authority appointed by Government of Maharashtra on 28 & 29 March 2015 in the State of Maharashtra.

This brochure gives the rules and information regarding the eligibility for admission to first and second year (as applicable and explained in following rules) of three year full time post graduate degree course in Master of Computer Applications (MCA) 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 and Institute wise Information, etc.

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

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

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

Following are the types of Institutes in the Maharashtra State covered under these rules:

- a) All Government Institutes offering MCA course
- b) All Government Aided Institutes offering MCA Course
- c) All University Departments offering MCA course
- d) University Managed Institutes offering MCA course
- e) All Un-Aided MCA Institutes working under various associations who have given consent to participate in the CAP rounds conducted by the State Government.

The admission to the MCA courses is centralised and is covered under Centralized Admission Process (CAP) carried out by the Competent Authority of the State of Maharashtra. The admission to the MCA courses will be carried out by the Competent Authority of the State of Maharashtra as per the regulation of the All India Council for Technical Education, New Delhi. The Competent Authority

of State Government shall follow any changes in these rules as per the regulation of the All India Council for Technical Education, New Delhi.

### 1.1 Abbreviations used in the brochure:

AICTE	All India Council for Technical Education, New Delhi
AIMCET	All India MCA Common Entrance Test (Conducted by agency appointed by MHRD, New Delhi)
ARC	Application Form Receipt Center
CAP	Centralized Admission Process
CET	Common Entrance Test
CGPA	Cumulative Grade Point Average
DTE	Directorate of Technical Education, Maharashtra State, Mumbai
EWS	Economically Weaker Sections
FN	Foreign National
GoI	Government of India
GoM	Government of Maharashtra
HSC	Higher Secondary School Certificate (10 + 2 Level)
HU	Home University
MAH-MCA-CET 2015	Common Entrance Test for MCA Course conducted by the Competent Authority GoM for the academic year 2015-16.
MCA	Master of Computer Applications
NRI	Non Resident Indian
OHU	Other than Home University
OMS	Outside Maharashtra State
PIO	Persons of Indian Origin
SL	State Level Seats
SPIT	Sardar Patel Institute of Technology [SPIT], Andheri (West), Mumbai
SSC	Secondary School Certificate (10th Level)

### 1.2 Definitions:

- a) **“Candidate”** means an applicant who desires to appear for MAH-MCA-CET 2015 or AIMCET 2015 with an intention to seek admission to MCA course for the year 2015-16.
- b) **“CET”** means Common Entrance Test conducted for the admission to MCA course.
- c) **“CET Score”** means total marks secured in MAH-MCA-CET 2015 for seeking admission to MCA Course.
- d) **“Children/Ward of NRI”**: Candidate who is under the Guardianship of the NRI person
- e) **“Competent Authority”** means the authority appointed by GoM to invite applications for CET, conduct CET, declare results, effect CAP by implementing these admission rules. Director, Technical Education is the competent authority in present case.
- f) **“Director”** means the Director of Technical Education, Maharashtra State.
- g) **“Foreign Nationals”**: Citizens of all countries other than India who are not of Indian origin as defined under PIO.
- h) **“Government Institutes offering MCA course”** means institutes run by the State Government to offer Post graduate degree course in MCA.

- i) **“Government Aided Institutes offering MCA course”** means institutes run by private management but which receives financial assistance from State Government to offer Post graduate degree course in MCA.
- j) **“Inter se merit”** means the criteria for deciding the merit in case of tie of marks for generating University area merit list / State level merit list / OMS merit list / J & K Migrant Merit list as the case may be.
- k) **“Lateral Entry”** means 20% of the number of seats sanctioned for the first year of MCA course during last academic year.
- l) **“Non Resident Indian”**: Person who satisfies the definition of the term ‘Non-resident’ as defined under section 6 of the Income-tax Act 1961.
- m) **“OMS Candidate”** means outside Maharashtra State candidate who is an Indian National. (Refer Rule No 3.2)
- n) **“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).
- o) **“Representative of Competent Authority”** means an officer appointed by the Competent Authority to assist the Competent Authority for the smooth conduct of CET and Centralised Allotment Process.
- p) **“Sanctioned Intake for first year”** means the number of seats sanctioned for admission to first year of the MCA course as per the State Government Resolution with reference to the State Government approval.
- q) **“Sanctioned Intake for separate division second year”** means the number of seats sanctioned for admission to the separate division of second year of the MCA course as per the State Government Resolution with reference to the State Government approval
- r) **“State Government”** means the Government of Maharashtra. **“Lateral Entry”** means 20% of the number of seats sanctioned for the previous first year of MCA course.
- s) **“University Departments offering MCA course”** means Department of Universities which offers Post graduate degree course in MCA.
- t) **“University Managed Institutes offering MCA course”** means institutes run by a particular University which runs Post graduate degree course in MCA.
- u) **“Un-Aided Institutes”** means institutes run by a private management without the support of any grants from the State or Central Government.
- v) **“Web site”** means [www.dtemaharashtra.gov.in](http://www.dtemaharashtra.gov.in)

### **1.3 Sanctioned Intake and Seats available for allotment through CAP:**

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

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

S.No.	Home University	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.	Savitribai Phule 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
11.	SNDT Women's University	Director, Technical Education Mumbai	Entire Maharashtra

### 1.3.2 Allocation and Reservation of seats-

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

Sr. No.	Type of Institute	No. of seats in % of sanctioned intake				
		Seats with competent Authority			Seats with other authorities	
		Maharashtra State Candidates		OMS	Institute Level seats##	Minority community / group seats
		HU Seats	OHU seats			

<b>A. First Year of MCA ( % of Sanctioned Intake)</b>						
1.	Govt., Govt. Aided Institutes	70 %	30%	---	---	---
2.	University Departments	70%	15%	15%	---	---
3.	University Managed Institutes (Post Graduate Department of Computer Science, SNDT Women's University)	85% (State Level seats) Candidates passing qualifying examination from any University in Maharashtra are eligible under this provision		15%	---	---
4.	Un-Aided Non-Minority Institutes	70% of 65% of SI coming under CAP	30% of 65% of SI coming under CAP	15%	20%	---
5.	Un-Aided Minority Institutes	70 % of M.S. Seats\$	30 % of M.S. Seats \$	15% of seats coming under CAP	Maximum 20% <sup>£</sup>	Minimum 51%**
<b>B. Second Year of MCA* ( % of available seats as mentioned in 1.3)</b>						
1.	Govt., Govt. Aided Institutes	70 %	30%	---	---	---
2.	University Departments	70 %	30%	--	---	---
3.	University Managed Institutes (Post Graduate Department of Computer Science, SNDT Women's University)	100% (State Level seats) Candidates passing qualifying examination from any University in Maharashtra are eligible under this provision		--	---	---
4.	Un-Aided Non-Minority Institutes	70% of 80% of SI	30% of 80% of SI	--	20%	---
5.	Un-Aided Minority Institutes	70 % of M.S. Seats\$	30 % of M.S. Seats \$	---	Maximum 20% <sup>£</sup>	Minimum 51%**

**CAP Seats = Sanctioned Intake – (Minority Seats+ Institute Level Seats)**

<sup>£</sup> - [Minority Seats % + Institute Level Seats % ] should not exceed 100%.

<sup>\$</sup> : M.S. seats =CAP Seats - 15% of CAP Seats for OMS

\* Admissions to Direct Second year of MCA for Lateral Entry /Separate Division shall be effected as per the New Guidelines from the UGC for AY 2015-16

\*\* - As per Government Resolution No अशेस- 2012/प.प्र.21/ -5 दि. २७/०९/२०१३ and it's amendment which may be published from time to time. The exact distributions of seats available for allotment shall be notified on the website before submission of options form of Centralised Admission Process.



## Procedure for calculation of vacancy for Direct Second year MCA is given below

- I. \*Lateral Entry Seats: 20% of sanctioned intake for 2014-15, which will be over and above, supernumerary to the approved intake. And
- II. Seats Remaining Vacant within Sanctioned Intake (SI) : In addition to above, vacant seats (S) in a course,  $S = SI - (C + F + B)$ , and if  $S > 0$ , may also be available where,

SI	=	Sanctioned Intake for 2014-15
Admitted within SI	=	Admitted within Sanctioned Intake for 2014-15
C*	=	No. of cancellations at the first year level
F*	=	No. of students not eligible for admission to second year as per rules/rules by affiliating University
B*	=	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules/rules by affiliating University

\*(Students admitted against any type of supernumerary seat/s shall not be considered in C, F or B.

If the Result of the University/Institute is not declared till the last date of Calculation of the Vacant Seats within SI as per schedule, then the value of B is to be taken as total number of candidates who belong to earlier batches and appeared for examination during last academic year.)

% of Minority Seats against the sanctioned intake of minority institute shall be as per Government Resolution No. - 2012/प्र.क्र.21/ -5 दि. २७/०९/२०१३ and its amendment which may be published from time to time. The exact distributions of seats available for allotment shall be notified on the website before submission of options form of Centralised Admission Process.

### 1.4 Type of Seats:

**1.4.1 Maharashtra State Seats:** These seats are further divided as follows

**a) State Level Seats (SL Seats)**

These seats shall be available for allotment through CAP to all Maharashtra State candidates irrespective of candidate's Home University Area.

**b) Home University Seats (HU Seats):**

Certain percentage of seats is reserved for Home University i.e. for the University under the jurisdiction of which that institute is situated. Home University seats are available for allotment through CAP for the Maharashtra candidates having their Home University status as that University. For example, candidates having their home university as Mumbai University will be eligible for admission to the Home University seats of those institutes which are located in the jurisdiction of Mumbai University.

**c) Seats for candidates belonging to Universities other than Home University (OHU seats):**

Certain percentage of seats is reserved for Other Universities i.e. for the Universities other than the Home University under the jurisdiction of which that institute is located. Such seats are called as OHU seats. Candidates can opt for seats of any other University (excluding his/her home university) under this provision of OHU seats. For example, candidates having their home university as SGB Amravati University will not be eligible for the OHU seats of those institutes which are located in SGB Amravati University. Candidates having their home University other than SGB Amravati University are eligible for these OHU seats of the SGB Amravati University.

#### **1.4.2 OMS Seats (Only for First Year MCA)**

These seats are available for allotment through CAP for the Outside Maharashtra State candidates. Provision of reservation for backward class categories is not available i.e., OMS seats are treated as belonging to the "General Category".

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

**1.4.4 Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries Seats:** 15% seats are reserved for Foreign Nationals / Persons of Indian Origin /Children of Indian workers in the Gulf countries. 1/3rd of the 15 % seats shall be reserved for children of Indian workers in the Gulf countries and 2/3rd of the 15 % seats shall be reserved for the PIOs/Foreign Nationals. (For detail read Rule No. 1.6 )

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

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

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

#### **1.5 Jammu & Kashmir Migrant Candidates (Only for First Year MCA):**

Provision of one seat over and above the sanctioned intake capacity in each MCA course in institute covered under CAP is made for:

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

The latest directives from State Government, if any, shall be applicable in this regard.

**The J&K Migrant candidates aspiring to seek admission against the seats reserved for J&K Migrant candidates should appear for MAH-MCA-CET 2015 conducted by the Competent Authority of the State of Maharashtra for the year 2015-16.**

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

#### **Note :**

1. It shall be sole responsibility of the candidate to reach the venue of the admission on a given time & date. All notifications for the admission will appear on the official website: [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015) and candidate has to keep abreast of all notifications and follow instructions given in these notifications. No separate communication with the candidate will be made.
2. J & K Migrant candidates who will be admitted for the MCA course are required to pay the fees as prescribed by the respective institutes and approved by the Shikshan Shulka Samiti (visit <http://www.sssamiti.org/> for more details) at the time of confirming their admission at the respective institutes.

3. There shall be no change in the allotment done by the Competent Authority even if candidate of higher merit do not report or take admission in a given institute. Such seats shall remain vacant and will not be allotted to any other J & K Migrant candidates. In effect, the allotment once done shall be treated as final and no request for change of allotment shall be considered. **There shall be no additional round of allotment for J&K Migrant candidates.**

### **1.6 Foreign Nationals / Foreign Students / Persons of Indian Origin /Children of Indian workers in the Gulf countries**

Aspiring candidates fulfilling the eligibility criteria for Foreign Nationals/Foreign students /PIOs/Children of Indian workers in the Gulf countries shall submit their applications to respective institute for admissions to these Institutes.

Each eligible Candidate who has filed application form for Admission on or before the last date will be assigned a provisional merit number. Merit of all eligible candidates will be based on Rule No 5.1.

#### **Note:**

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

### **1.7 Ward of NRI in Unaided Private Institutes:**

Aspiring candidates fulfilling the eligibility criteria for Ward of NRI shall submit their applications to respective institute for admissions to these Institutes.

Each eligible Candidate who has filed application form for Admission on or before the last date will be assigned a provisional merit number. Merit of all eligible candidates will be based on Rule No 5.1.

- a) The eligible NRI candidates are eligible to apply for admission against the **Institute level seats**, only in Unaided Private Engineering Colleges/Institutes who have got an approval from State Government to admit NRI candidates within the sanctioned intake.
- b) For admissions to **Unaided Private Institutes**, candidates are required to contact the Principals / Directors of the respective Institutes.
- c) The extent to which such NRI candidates shall be admitted is limited to **5%** of the sanctioned intake.
- d) NRI candidates will be required to pay fees as decided by the Shikshan Shulka Samiti (M.S.) Mumbai.
- e) These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester/year for the current academic year.

## 2.0 Eligibility Criteria:

### 2.1 Eligibility for appearing CET:

The candidate should fulfill the following eligibility criteria:

Passed with minimum of 50% marks in aggregate\* or equivalent CGPA ( 45% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only) in any Bachelor's degree awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognised by the Association of Indian Universities, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India **and** having studied Mathematics or Statistics as one of the subjects at 10+2 level or higher level examination.

**OR**

Appeared\*\* for the final year examination of any Bachelor's degree to be awarded by any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956 of minimum three years duration in any discipline recognised by the Association of Indian Universities, or an equivalent qualification recognized by the Ministry of HRD, Government of India and having studied Mathematics or Statistics as one of the subjects at 10+2 level or higher level examination. Such candidates can be considered for provisional admission subject to passing the Degree exam with minimum of 50% marks in aggregate\* or equivalent CGPA (45% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only).

\*Aggregate marks means the grand total of marks obtained by the candidate in subjects based on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination. The percentage of marks obtained by the candidate in the bachelor's degree would be calculated based on the practice followed by the university/institution from where the candidate has obtained the degree. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100. In case the percentage of marks in aggregate comes in fraction then percentage of marks in aggregate shall be rounded off e.g. 44.50-44.99 % shall be rounded to 45% and 44.01- 44.49 % shall be rounded to 44%marks.

**Note:1.** The candidates who have passed Bachelor of Computer Application (BCA), Bachelor of Computer Science (BCS), Bachelor of Science (Computer/Information Technology) degree courses are not required to fulfill the requirement of having studied Mathematics or Statistics as one of the subjects at 10+2 level or higher level examination.

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

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

#### 2.2.1 For First Year MCA

1. Candidate should be an Indian National & should possess basic qualification as specified in Rule No. 2.1 and
2. Appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015.

#### 2.2.2 For Second Year MCA for Lateral Entry /Separate Division

1. Candidate should be an Indian National & should possess basic qualification prescribed in Rule No. 2.1 in Computer application, Computer science or Science (IT/Computer) i.e BCA, BCS or Bachelor of Science( IT/Computer) appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015
2. Appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015.

## **2.3 Eligibility Criteria for admissions to OMS candidates:**

### **2.3.1 For First Year MCA**

1. Candidate should be an Indian National & should possess basic qualification as specified in rule no. 2.1. and
2. Appeared and qualified in AIMCET 2015 for seeking admission to MCA.

**OR**

Appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015.

## **2.4 Eligibility Criteria for admission to J & K Migrant Candidate:**

1. Candidate should be an Indian National & should possess basic qualification as specified in Rule No. 2.1. and
2. Appeared and qualified in AIMCET 2015 for seeking admission to MCA.

**OR**

Appeared and qualified in AIMCET 2015

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

1. Basic educational qualification as specified in Rule No. 2.1.
2. Appeared and qualified in AIMCET 2015.

**OR**

Appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015.

**OR**

Any other equivalent entrance examination conducted for the academic year 2015-16.

## **2.6 Eligibility Criteria for Minority / Institute Level seats:**

### **2.6.1 For First Year MCA**

1. Candidate should be an Indian National & should possess basic qualification as specified in Rule No. 2.1. and
2. Appeared for AIMCET 2015

**OR**

Appeared for the Common Entrance Test MAH-MCA-CET 2015.

**OR**

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

### **2.6.2 For Second Year MCA for Lateral Entry and Separate Division**

1. Candidate should be an Indian National & should possess basic qualification prescribed in Rule No. 2.1 in Computer application, Computer science or Science (IT/Computer) i.e BCA, BCS or Bachelor of Science( IT/Computer) appeared and qualified in the Common Entrance Test MAH-MCA-CET 2015
2. Appeared for AIMCET 2015

**OR**

Appeared for the Common Entrance Test MAH-MCA-CET 2015.

**OR**

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

## 2.7 General Note :

1. The candidates who will remain absent for MAH-MCA-CET 2015 shall be treated as not eligible for admission and result of such candidates will not be declared.
2. Candidate securing zero or negative marks in MAH-MCA-CET 2015/AIMCET 2015/ Association CET/any other equivalent CET will not be considered eligible for admission. Names of such candidate shall not appear in the merit list.
3. Eligible NRI candidates may be offered admission against the Institute Level Seats in Unaided Institutes. For detailed guidelines of Admission Process please refer Annexure III.
4. Candidates aspiring to seek admission to the MCA course should follow the instructions given in Annexure -I for filling up On-line Application form, appearing for MAH-MCA-CET 2015, filling up the option form etc.
5. Candidates appeared for final year examination fulfilling the remaining eligibility criteria will be offered provisional admission subject to the condition that they will pass the examination with the required percentage of marks on or before 25th September 2015. If the candidate is failed and applied for revaluation of the result in such cases the admission to such candidate will be given on provisional basis subject to the condition that he/she will pass the examination with the required percentage of marks on or before 25th September 2015. Undertaking from such candidates shall be taken for forfeiting the right of admission and fees paid in case of not securing required percentage of marks in qualifying examination. In case, the candidate fails to produce the results of the final year examination on or before 25th September 2015, then admission offered to such candidate automatically cancelled and the fees (tuition, development and other fees) paid by the candidate of the academic year 2015-16 will be forfeited.
6. Candidate allotted in Second Year MCA and in Separate Division of MCA are advised to ensure condition of passing the bridge courses of the respective university before confirming their admission.

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

The Candidature Type and the Home University of the candidate plays an important role in the CAP. To be eligible as "Maharashtra State" candidate, he/she has to have type of candidature as Type A or B or C or D status. Type of candidature further decides their status of Home University. The Candidature Type and the Home University of the candidate can be determined as per the guidelines provided in the following table. **Candidates have to carefully follow the guidelines and select their Candidature Type and Home University properly while submitting application form for MAH-MCA-CET-2015.**

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

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

	<b>and</b> Candidate is Domiciled or Born in the State of Maharashtra	
<b>Example :</b> A candidate who has passed HSC from Ahmednagar and qualifying examination from a college affiliated to S.G.B. Amravati University will have Type of Candidature as “A” and Home University as “S.G.B. Amravati University.”		
b.	Passing HSC from a school /college in Maharashtra <b>and</b> the Qualifying examination (Bachelor’s Degree) from ; 1. Babasaheb Ambedkar Technological University (BATU), Lonere in Maharashtra state. <b>OR</b> 2. Indian Institute of Technology (IIT) Mumbai <b>and</b> Candidate is Domiciled or Born in the State of Maharashtra	Mumbai University
c.	Passing the HSC from a School /college in Maharashtra <b>and</b> qualifying examination (Bachelor’s Degree) from Agricultural College/University in Maharashtra State. <b>and</b> Candidate is Domiciled or Born in the State of Maharashtra	Non Technical / Non Agricultural University under the jurisdiction of which the Agricultural College is located in the State of Maharashtra.
<b>Example :</b> (i) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Kolhapur affiliated to Konkan Krishi Vidyapeeth Dapoli will have Type of Candidature as “A” and Home University as “Shivaji University.” (ii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Jalgaon affiliated to Mahatma Phule Agricultural University, Rahuri will have Type of Candidature as “A” and Home University as “North Maharashtra University.” (iii) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Nagpur affiliated to Punjabrao Deshmukh Agricultural University, Akola will have Type of Candidature as “A” and Home University as “R. T. M. Nagpur University.” (iv) A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from an agriculture college in Aurangabad affiliated to Marathwada Agricultural University, Parbhani will have Type of Candidature as “A” and Home University as “Dr. Babasaheb Ambedkar Marathwada University.” <b>Note:</b> In the above illustration, the Agriculture colleges are selected at locations purely on imaginary basis for the purpose of illustration only.		
d.	Passing HSC examination from a school /college in Maharashtra <b>and</b> qualifying examination (Bachelor’s Degree) from Maharashtra University of Health Sciences ( MUHS), Nashik. <b>and</b> Candidate is Domiciled or Born in the State of Maharashtra	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.
<b>Example:</b> A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from Medical College in Miraj will have Type of Candidature as “A” and Home University as “Shivaji University.”		
e.	Passing HSC examination from a school /college in Maharashtra <b>and</b> qualifying examination (Bachelor’s Degree) from a college in Maharashtra state affiliated to S.N.D.T. Women’s University. <b>and</b> Candidate is Domiciled or Born in the State of Maharashtra	Non Technical / Non Agricultural University under the jurisdiction of which the College of passing the qualifying examination is located.

**Example :** A candidate passing HSC examination from a school / college in Maharashtra and the qualifying examination from a college in Nashik affiliated to S.N.D.T. Women's University will have Type of Candidature as "A" and Home University as "Pune University."

Note: These candidates should produce the Leaving or Bonafied Certificate issued by the College where the candidate passed/appeared the Graduation. These candidates should also produce the Domicile /Birth Certificate of Candidate indicating place of birth in Maharashtra at the time of submission of "Application form for Admission through CAP".

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

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

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

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

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

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

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



	GoM/GoM Undertaking office of Father/ Mother is situated.
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**Example:** A candidate who has passed HSC from Kolhapur and qualifying examination from a college affiliated to Delhi University and whose father is an Employee in Law & Judiciary Department of the Government of Maharashtra who was on Deputation to Hon'ble Supreme Court, New Delhi and returned back to Maharashtra and reported for duty at Mumbai will have Type of Candidature as "D" and Home University as "Mumbai University."

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

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

### 3.2 Type of Candidature for Outside Maharashtra State (OMS) candidates

Sr. No	Eligibility	Type of Candidature	Home University
1.	<b>Type OMS :</b> OMS candidate should be an Indian national, 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 3.1.	OMS (Outside Maharashtra State)	Any other University

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

### 4.0 Reservation for Backward class Candidates:

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

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

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

6	Nomadic Tribes- 3 (NT-D)	2.0%
7	Other Backward Classes ( OBC )	19%
<b>Total</b>		<b>50%</b>

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

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

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

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

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

**4.1.5** Incase of Reservation for Maratha Candidates any amendments/Acts/Judgments which may be published by Government/Hon. Courts of India from time to time will be applicable to Candidates and Institutes covered under these rules of admission.

## **4.2 Reservation for Persons with Disability Candidates:**

As per the provisions in **Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act, 1995**, three (3) percent seats of total sanctioned intake capacity **of all the institutes** shall be reserved for Persons with Disability candidates. ***These seats shall be within the***

**sanctioned intake of the institute and reserved only for Maharashtra State Candidates having type A and B as mentioned in Table of rule 3.1.**

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

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

**Certificate required:** The candidate shall produce a certificate, in the prescribed proforma, "F", from the Director, All India Institute of Physically Handicapped, Mumbai **or** Dean/Civil Surgeon of **the Government / CIVIL HOSPITALS** normally located at the District Headquarters, regarding his or her physical disability, and ability to undergo all parts of syllabus for the normal course. Candidates suffering from Dyslexia, Dysgraphica & Dyscalculia are required to produce certificate (proforma F-1) issued by the 'Learning Disability Clinic, Lokmanya Tilak Municipal General Hospital, Sion, Mumbai-22'.

**Note:**

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

#### **4.2.1 Writer/Scribe to the Persons with Disability candidates:**

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

9. The candidate shall collect the "Authentication for scribe/writer letter" and stamped Declaration from the approving authority.
10. The candidate shall produce the declaration and approval letter at the time of examination along with Hall Ticket.
11. The candidate shall submit the declaration and authentication letter to the examination conducting authorities at the examination venue.
12. All such candidates shall be allotted a common center in the nearby vicinity of residential address registered by the candidate in their application form.

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

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

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

- a) **Maharashtra State Seats:** Each Maharashtra State candidate who has **secured non zero non negative marks in the MAH-MCA-CET 2015** will be assigned a First year State level General Merit Number, Second year State level Merit General Number for eligible for second year MCA, as well as corresponding Home University area Merit number, Category merit no. (as applicable) etc.
- b) **OMS Seats:** Each OMS candidate who has **secured non / zero non negative marks** in MAH-MCA-CET 2015 **OR** secured equivalent score in AIMCET 2015 will be assigned OMS merit number.
- c) **J & K Migrant Seats:** Each J & K Migrant candidate who has appeared **and secured non zero non negative marks in the MAH-MCA-CET 2015** will be assigned a State level J&K Merit Number.

#### **Important Note:**

1. MAH-MCA -CET 2015 marks will be displayed in terms of percentile on the scorecard of MAH-MCA-CET 2015.
2. The Competent Authority of Maharashtra State reserves the right to prepare the inter-se-merit list for **OMS** candidates based on the above criteria.
3. Separate merit list will be prepared for admission against the Maharashtra state seats (Home University and State level), OMS Seats and J&K migrant (State level) candidates.

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

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

- a. When the CET scores are the same, the candidate with higher percentage of marks scored in the aggregate at the HSC (Std. XII) or its equivalent examination will get preference.
- b. When the CET scores and the percentage of marks scored in the aggregate at the HSC (Std. XII) or its equivalent examination are the same, the candidate with higher percentage of the marks scored in the aggregate at the SSC (Std. X) or its equivalent examination will get preference.
- c. When the CET scores, the percentage of marks scored in the aggregate at the HSC (Std. XII) or its equivalent examination are the same and the percentage of marks scored in the aggregate at the SSC (Std. X) or its equivalent examination are the same, the percentage of marks scored in the subject Mathematics at SSC (Std. X) or its equivalent examination will get preference.

**5.1.3** The seats will be allotted to the candidates strictly on the basis of their merit number in the respective merit list (*i.e.*, University Area / State level / OMS candidates / J&K migrant candidates

etc.), options given by the candidate and the number of seats available for that candidate during the process of allotment.

## 5.2 Selection basis:

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

### Note:

1. The candidate eligible for Second Year of MCA can give options for Second Year as well as for First Year.
2. The candidate's name should figure in the concerned merit list (Respective University level / First year State level General Merit list / Second year State level General Merit list / OMS merit list / J&K Migrant Merit list) prepared for admission.
3. The result of the MAH-MCA-CET 2015 will be displayed on the website: [www.dte.org.in/mca2015](http://www.dte.org.in/mca2015). The result will indicate marks obtained by the candidate in the CET. The result will display two separate lists of eligible and not eligible candidates. **It shall be responsibility of the candidate to keep abreast of notifications displayed on the official website [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015) from time to time and follow the instructions given therein.**
4. In case the details pertaining to the Home University, Type of candidature, Category of reservation etc. claimed by the candidate on his / her application is **not correctly depicted in the provisional result, then the candidate has an opportunity to correct the same by reporting to the concerned ARC authority** along with documentary proof (Photo copy of the filled CET application form) **within the time as specified in the schedule** (Grievance period) from the date of display of *provisional* results. However, **Candidate's request/representations regarding change of the backward class category, status of home university and type of candidature will not be considered as complaints/grievances and will not be taken into consideration.**
5. Failing to get necessary correction within the grievance period, the candidate loses the chance to get the corrections done later and he/she will have to take part in the CAP as per the result declared.
6. **If at a later stage it is found that, the candidate has furnished wrong information and/or submitted false and/or forged documents then the candidate shall lose claim on the admissions. He/she shall forfeit the entire fees of the course and also liable for legal/penal action.**
7. For obtaining **duplicate CET Score card**, candidate should apply **through the Head of the Institute** where the candidate has secured the admission to the Director of Technical Education, Mumbai. The candidate has to pay of fees of Rs. 200/- in cash or by Demand Draft in favour of 'Director, Technical Education, Mumbai' payable at "Mumbai". Institute will receive duplicate CET Score card from the office of Directorate of Technical Education within seven working days from the date of receipt of the application for the same. **For receiving the duplicate score card by registered post, the Institute must enclose a self-addressed (at least of 9.5" X 4.5" size) envelope affixed with postal stamps of Rs. 25-.**

## 6.0 Centralized Admission Process (CAP):

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

Maharashtra State candidates. Details of eligibility for each round of CAP, method of reporting after each round, availability of seats for each round and such other details are given in the **Annexure -I**.

Various steps in the process of admission to MCA course are given in the **Annexure-I**. The steps include purchase of Information brochure, filling up & confirmation of Online Application form, Appearing for CET, document verification and in-person confirmation of application form for CAP at ARC, filling up & confirmation of Option form(s), Allotment and Reporting etc.

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

## **61 CAP Rounds for Maharashtra State candidates**

### **6.1.1 CAP Rounds I/II: Direct Allotment**

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

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

### **6.1.2 CAP Round III : Admission by Centralized Counseling**

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

#### **General Notes:**

- a) Allotment for Home University seats and Other than Home University seats will be carried out as per *inter se* merit of University area merit list / Maharashtra State merit list respectively of CAP Round-I and II.
- b) 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 and CAP Round- II.
- c) 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.
- d) 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.
- e) 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.
- f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment and as per *inter se* merit.

- g) Allotment against the first available option in the order of options filled in the online option form is retained as final allotment.
- h) The allotment will be made available on DTE Website [http:// www. dtemaharashtra. gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015). The allotment list displayed will show only the provisional allotment offered to the candidates.
- i) No personal communication /Allotment letters in this regard will be issued to the concerned candidates.**
- j) The logic for the following stages will be implemented using computer software for the direct allotment.
- k) The candidates securing allotment are required to confirm the admission by reporting at the institute mentioned in allotment along with the original certificates needed for admission on or before the last date specified for the same. No personal communication in this regard will be issued.**

### **6.1.3 Logic for allotment for CAP Rounds I & II:**

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

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

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

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

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

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

1. On completion of Stage -II, the seats remaining vacant in the respective group of categories as mentioned below, shall be allotted to candidates from the respective group with reference to

their university area / State level *inter se* merit, by adopting the procedure as mentioned below, for each of the group:

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

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

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

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

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

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

#### **Stage-V: Persons with Disability category candidates**

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

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

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

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

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



**Summary of “Rules of Reporting” in the CAP process:**

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

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

**6.2 CAP Round-I/II: Direct allotment for OMS seats-**

- 1. There shall be two rounds of Direct allotment of CAP for OMS candidates. Refer Annexure-I for details of eligibility for each round, procedure for applying etc.**
- 2. All such OMS Seats, which may fall vacant for whatsoever reason till the start of Round-III, shall be treated as GENERAL seats and will be made available to eligible Maharashtra State candidates of CAP round-III.**
3. The direct allotment of seats will be done through computer as per inter se the merit of the candidate, options filled by the candidate and the availability of the seats at that point of time during the process of allotment.
4. The best possible option is retained as final allotment. The final allotment list will be displayed on DTE website <http://www.dtemaharashtra.gov.in/mca2015> as per the schedule.

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

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

1. The Principal, Sardar Patel Institute of Technology [SPIT], Bhavan's Campus, Versova Road, Munshi Nagar, Andheri (West), Mumbai - 400058 will act as the Admission Authority for these admissions.
2. These admissions will be carried by counseling at **SPIT, Mumbai.**
3. The candidates seeking admissions against the seats that are reserved for the J&K Migrants will report ***in-person*** to the **SPIT, Mumbai**, for admission as per the schedule.
4. These admissions will be made strictly in the order of merit from amongst the candidates who are eligible for J & K Migrant quota and who present themselves *in-person* for the admission at **SPIT, Andheri(W), Mumbai** as per the schedule, against the seats available in various Institutes.
5. Candidates claiming admission against J & K Migrant quota will have to produce evidence in support of their claims. Candidate failing to produce necessary certificates at the time of admission will be considered not eligible and name of such candidate will be removed from the merit list of J & K Migrant candidates.
6. Candidate reporting late for the admission or candidate, who remains absent, will not be considered for the admission process. Names of absent candidates will be deleted from the merit list of eligible J&K Migrant candidates and requests of such candidates regarding reconsideration will not be entertained under any circumstances.
7. 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. 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.
8. The candidates will have to confirm the admission accepted by him/her by paying the requisite amount of **fee to the respective institutes.**
9. Admissions once offered shall be FINAL and candidates shall not be allowed to seek transfer of their admission to any other institution

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

1. These admissions will be made strictly as per merit on or before the commencement of academic session for the first semester / year for the current academic year.
2. **The admission against these seats is permitted to the institutes only after the institute gets a certificate from State Government regarding the availability of facilities for creation of supernumerary seats.**

3. As on today no Government/University Managed/University Department has received permission from State Government for creation **of supernumerary seats**. If such a permission is received on or before starting of academic year 2015-16, the same will be notified by the Directorate of Technical Education on the website: [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015) and the admissions to such seats will be carried out by the Directorate of Technical Education, M.S., Mumbai
4. For admissions to **Unaided Institutes** who have received permission by the State Government to admit such candidates, aspiring candidates are required to contact to the Principals / Directors of the respective Unaided Institutes.
5. If any seats available for Foreign Nationals/Foreign Students/Persons of Indian Origin/Children of Indian workers in the Gulf countries remain vacant due to non-availability of eligible candidates for these seats, such vacant seats shall be kept vacant. **Under any condition these seats shall not be offered to any other candidates.**

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

1. After the display of allotment list in each CAP Round, candidates should report to the **“Respective Institutes”** as per the notified schedule of the admission process. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
2. Candidates shall report to the concerned institute with all original certificates needed to substantiate the claims made in the application regarding eligibility and reservation.
3. After scrutiny of original documents at the concerned institute, the candidate will have to pay prescribed full fees immediately in the form **as prescribed by the concerned institute** and confirm the admission offered.
4. The Director/Principal of the **respective Institute** is required to carry out **“Online Update”** of the **confirmation/cancellation** of the candidate’s admission on website through their Institute login, at the time when the candidate is being **admitted/cancelled** at the Institute.
5. The system shall automatically generate letter of **confirmation/cancellation** of the admission as an acknowledgement.
6. The institute is required to take a printout of the acknowledgement and then the status of candidate will change to ‘Reported Candidate’.
7. If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents and fails to pay the prescribed fees in full within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat immediately.
8. It is the responsibility of the Director/Principal of concern institute to update the status of the reporting of the candidate. If the institute fails to update the status of reporting in scheduled time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will have to adjust these unreported candidate(s) against the institute level seats.
9. If the institute fails to update the status of Cancellation of the candidate on the date of cancellation through “Online Update”, then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue the printout of the “Online Receipt of the Cancellation” to the candidate with due seal and signature of the authority of the institute.

### **8.0 Admissions against CAP Vacancies:**

The seats remaining vacant after offering admissions to the candidates through CAP due to non allotment, non reporting and cancellation will be filled in by the managements of the respective

institutes. Admission authorities of the respective institutes have to process these admissions as per the guidelines given in Annexure -III.

### **9.0 Fees:**

Candidates who have secured admission for MCA are required to pay the fees:

- a) At the Government/Aided/University Departments as approved by the State Government.
- b) At the respective Un-Aided institute as approved by the Shikshan Shulka Samiti, Bandra (East), Mumbai (visit <http://www.sssamiti.org/> for more details).

### **9.1 Fees concession/reimbursement:**

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

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

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

#### **Note:**

1. The extent of fees concession, nature of fees concession (loan/scholarship), requirements of certificates etc. will be decided by the State Government and same shall be binding on the candidate.
2. The details of the fees concession (if any) will be made available to aspiring candidates at the time of filling of Option Form for CAP Round-I.

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

(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 Niyrantran Samiti, Mumbai.)

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

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

Procedure for cancellation of admission:-

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

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

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

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

### **10.0 Age limit:**

There is no age limit for admission to three year post graduate degree course in MCA.

### **11.0 Transfers after one year for Course/Institute**

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

### **12.0 Transfers due to closure of Course/Institute**

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

### **13.0 Miscellaneous:**

- a) The candidates are informed that the medium of instruction, for the MCA programmes in all the Universities in the State is **English**.
- b) At the time of seeking admissions, a candidate will be provisionally admitted to MCA programme at a college/an institute subject to the production of the Provisional Eligibility Certificate from the University to which the college/institute is affiliated or by which the College / Institute is recognized, and its subsequent confirmation by the University. **The candidates are advised to ensure before applying for admission to the CET and the MCA programme in a particular University that he/she is eligible for admission to the programme as per the relevant Eligibility Rules of the University.**
- c) The Head of the college / institution may refer a candidate to the appropriate medical authority to ascertain the physical fitness or otherwise before admitting him / her to the programme / the hostel, as per the requirements of the programme / the rules of the Hostel Admission.
- d) The Head of the college / institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.
- e) If the Admission Authority or an institution affiliated to/recognized by/or which is autonomous but is located in the area of jurisdiction of a University deliberately, willfully with an intention to defraud, makes admissions in excess of sanctioned intake of the institute as specified in these rules, except as provided for in these rules, the examination authority of the concerned university shall not allow such candidates admitted in excess of the sanctioned intake capacity, to appear at any of the relevant examinations unless explicitly permitted by the Competent Authority. The Competent Authority may consider to grant such an approval as it may deem fit for the excess admissions done.

- f) Each of the candidates seeking admission to MCA is required to give the undertaking at the time of admission at the Institute.
- g) Students belonging to Muslim/ Christian/ Buddhist/ Sikh/Parsi community can apply for the 'Merit-cum- Means Based Scholarship Scheme' of Government of India. The eligibility criterion, procedure for application, application proforma and scheme details are available on [www.dte.org.in/mcm/](http://www.dte.org.in/mcm/) and <http://minorityaffairs.gov.in>
- h) Students belonging to Muslim/ Christian/ Buddhist/ Sikh/Parsi/Jain community can apply for the 'State Government scholarship for Professional & Technical Education' of Government of Maharashtra. The eligibility criterion, procedure for application, application proforma and scheme details are available on [www.dte.org.in/scholarship/](http://www.dte.org.in/scholarship/) and <http://www.mdd.maharashtra.gov.in>

#### 14.0 Conduct and Discipline

- a) Notwithstanding anything contained in these Rules, if the State Government, in consultation with the Competent Authority and after making such inquiry as it may deem fit, is of the opinion that the candidates resorted to serious malpractices or unfair means at the CET or that there is serious, substantial and conclusive evidence about the leakage of the question paper of the CET or that there was truth in charges of grave irregularities in the assessment of the answer sheets of the CET, the State Government may, by order, prescribe additional test or examination for the candidates who appeared at that CET and who sought allotment to the MCA programme. The State Government may inter-se prescribe the manner in which the marks obtained at such re-test or re-examinations shall be taken into consideration in deciding the question of giving admissions and the revised programme the date, time and venue for conducting such re-test or re-examination in place of the CET.
- b) If any student studying in any MCA college/institute in the State is found indulging in antinational activities, or in activities that run contrary to the letter and spirit of the provisions of Acts and Laws enforced by the Government, or any activity that causes his / her behavior to be contrary to rules of discipline, will be liable to be expelled from the College / Institute forthwith without any notice by the Principal of the College / The Director of the Institute.
- c) If any of the statements made in application form or any information supplied by the candidate in connection with his / her admission is, at any time, found to be false or incorrect and willful suppression of facts, his / her admission will be cancelled forthwith. The fees will be forfeited and he / she may be expelled from the college / Institution by the Principal / The Director and prosecuted, if deemed necessary. An appeal against the order of cancellation of admission / expulsion, however, may be referred to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final and binding on all concerned.
- d) The provisions made in the Maharashtra Prevention of Malpractices at University, Board and Other Specified Examination Act 1982 is applicable to MAH-MCA -CET 2015.

e) 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

1. Ragging within or outside of any educational institution is prohibited,
2. 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.
3. 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.
4. Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he / she

shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.

5. 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.

**IMPORTANT:**

**Candidates should note that:**

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

**Proforma - A**

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

**Reference. No. :**

**Date:**

**CERTIFICATE**

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

This certificate is issued for the purpose of his / her son / daughter .....’s admission to Post Graduate Degree course in MCA in Maharashtra State for the year 2015-15.

Date:

Head of the Office

Place:

**Seal of the Office**

**Proforma - B**

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

**Reference. No.:**

**Date:**

**CERTIFICATE**

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

The details of refugee status is as under.

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

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

Date:

Head of the Office

Place:

Migrant / Refugee Camp

**Seal of the Office**



**Proforma - C**

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

**Reference. No.:**

**Date:**

**CERTIFICATE**

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

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

Date:

District Collector

Place:

**Seal of the Office**

.....

**Proforma - D**

**(For Type C candidates)**

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

**Reference. No.:**

**Date:**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is an employee in the capacity of .....in.....  
(Designation) (Name of the Organisation /Establishment/Department) This Organisation /Establishment / Department is under..... Department of Govt. of India / Govt. of India undertaking.  
Shri / Smt. .... is transferred to .....in Maharashtra State vide transfer order No..... Dated.....

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

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

Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal of the Office

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

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

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

**Reference. No.:**

**Date:**

**CERTIFICATE**

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

(Designation)

(Name of the Organisation / Establishment / Department)

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

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

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

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

Date:

(Signature)

Place:

Name & Designation  
of the Head of the office  
Seal of the Office

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

**Pro forma - F**

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

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

**(For Persons with Disability Candidates)**

Photograph of  
the candidate  
showing the  
Physical  
disability

**CERTIFICATE**

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

Certified that:

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

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

**Outward No. & Date:**

Place :

(Name & Signature)

Director, All India Institute of Physically Handicapped, Mumbai

Or

Dean/Civil Surgeon of Government Hospital

Seal of the Office

**Proforma-F-1**

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

**(For Persons with Disability Candidates)**

**P3 (Learning Disability) Candidates**

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

**CERTIFICATE**

Photograph of the  
candidate

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

Physical & Neurologic Assessment Date :

Psychologic Assessment Date :

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

Educational Assessment Date: WRAT: R

S  
A

Certified that:

1. The percentage of handicap is not less than 40% and is equal to .....%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Three Year Post Graduate Degree course in MCA 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 Post Graduate Degree course in MCA in Maharashtra for the academic year 2015-16.

Recommendations:

(Name and Signature of Issuing Authority)

**Outward No. & Date:**

Place:

Seal of the Office

**PROFORMA- 0**  
**Specimen Application Form for Cancellation of Admission**  
*(To be submitted in duplicate)*

**Date :** .....

To  
 The Principal/ Director,  
 .....  
*(Name of the Institute)*

Sir,  
 Full name of candidate : .....  
 Course : MCA course Academic year 2015-2016  
 Date of admission : .....  
 Application ID : ..... Roll No. : .....  
 University Merit Number: ..... State Merit Number : .....  
 Amount of fee paid : Rs. ....../-  
 Fee Receipt Number and Date: ..... (Attach Xerox copy)

**Undertaking**

I am fully aware that after cancellation, I forfeit my claim on admission in any round by Competent Authority.  
 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:

PIN
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 Cash/Cheque towards refund of fees:

1 2 3	
-------------	--

Signature of the candidate

## Annexure – I

### Procedure for CET and Centralized Admission Process (CAP):

This Annexure explains the various stages and procedure adopted for the CET and CAP. Candidates seeking admission to First year/second year of MCA are required to appear for **MAH-MCA-CET 2015** conducted by the Competent Authority.

The various stages of **MAH-MCA -CET 2015** and **Centralized Admission Process (CAP)** are as follows:

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

A. Online application form processing fees is

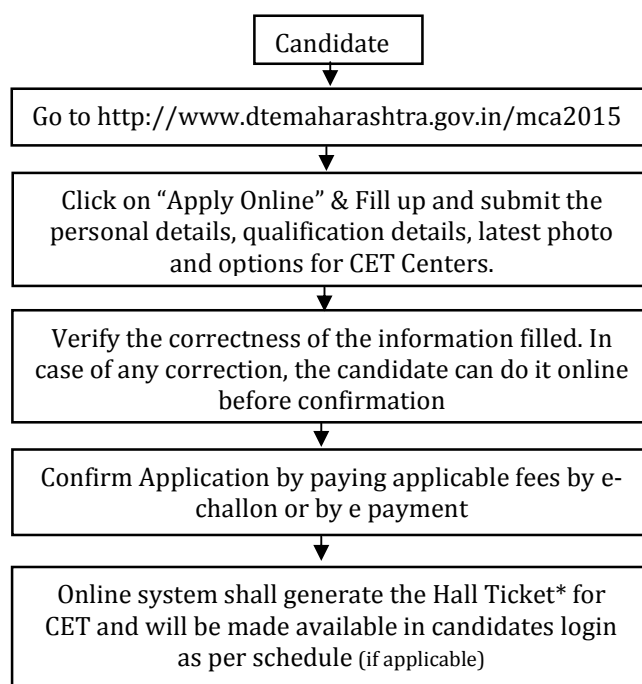
1. **Rs. 750/-** for General Category Maharashtra State, Out side Maharashtra State and J&K Migrant candidates.
2. **Rs. 550/-** for Reserved Category & Persons with Disability Candidates belonging to Maharashtra State only (**i.e. Candidates** having relevant backward class Caste Certificate and other applicable certificates issued by Maharashtra State authorities).

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

3. **e - Challon\*** to be submitted in any branch of Axis Bank Ltd in India (Generated online at the time of registering for CET)
4. **e-payment\*** of the application processing fees, through net banking/Credit Cards/Debit Cards at the website [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015)

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

### C. Process Flow Diagram



- i. If fees paid through Challon, Candidates will receive Receipt of Payment of fees as “candidate’s copy”. Candidates are required to produce the receipt of the payment of fees at the time of confirmation of submission of CAP application form for admission at the ARC and therefore the candidates are instructed to carefully preserve the receipts of the payment for further use.
- ii. The Hall Ticket is an important document. The candidate should produce the Hall Ticket at the time of examination, Document verification at ARC, reporting for admission and for approval of admitted candidates list. Any changes in the Hall Ticket shall not be entertained at the later stage. Providing or uploading false information shall be treated as fraudulent activity and the candidature/admission shall be cancelled. The candidate shall be liable for criminal prosecution
- iii. ***OMS candidates who wish to apply for admission through CAP only on the basis of score of AIMCET 2015 against OMS seats will have to compulsorily register for CET. However the Hall Ticket for CET shall not be issued to such candidates. Such candidates can take a printout of the submitted application form for future reference.***
- iv. **Candidates shall be asked to enter preferences for the CET center, as per the seat availability CET centers shall be offered to the candidates. This directorate reserves the right of allocation of CET Centers to the candidate in unavoidable circumstances.**
- v. **Information Brochure will be available on website for browsing, downloading and printing and will not be available in printed form.**

✓ **LATE REGISTRATION: Late registration facility is provided to those aspiring candidates who could not register for CET within schedule time.** Such candidates need to apply through **ONLINE mode only** by paying additional late fees of Rs. 1000/- at [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015) through net banking/Credit Cards/Debit Cards.

#### **Stage- II: Appearing for the MAH-MCA-CET 2015**

1. Candidates are also required to read the instructions given in the Hall Ticket carefully.
2. Candidates will appear for MAH-MCA-CET 2015 Online examination at the designated venue/session as mentioned in the Hall Ticket.

#### **3. Candidate shall preserve the Hall Ticket signed by the supervisor**

*Refer Annexure - V for the details of the CET.*

#### **Stage - III: Declaration of MAH-MCA-CET 2015 results.**

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

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

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

1. All the eligible candidates are required to fill in information in the online Application form for Admission.
2. Candidate is required to take a printout of the Online Application Form.
3. The Printout of the online application form will list the required documents for verification.
4. The candidate will have to confirm the online application form at any designated ARC in-person.
5. Candidate is required to produce all Original documents for verification and should submit attested copies of documents (As per the list of the documents mentioned on the printout of the application form) along with proforma-I in original at the ARC. Candidate is also required to produce print out of Receipt of online Payment of fees.

6. If the candidate fails to substantiate the claim(s), then the application form will not be confirmed.
7. Backward Class Category candidates who fail to produce the valid caste, caste validity and/or Non Creamy layer certificates will be converted to General Category and are required to pay Rs. 200/- as difference in fees in cash at ARC.
8. If Maharashtra Candidates of Type-B, C and D fail to produce supporting documents then such candidates will be converted to OMS candidates.
9. In any case, certificates will not be accepted once the application form is confirmed
10. The candidate should collect the copy of online generated "Receipt-cum-Acknowledgement" duly signed by ARC Officer and bearing seal of the ARC.
11. After confirmation of Application form, requests for change in Type of Candidature, Change of Category/Reservation Claims, and Change of Home University etc. will not be accepted.

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

1. The **Provisional Merit** lists viz. Maharashtra State Candidates, OMS Candidates and J & K Migrant Candidates will be displayed on website.
2. For discrepancy in the provisional merit list, if any, get the corrections done by lodging the grievance **in-person** at ARCs within the period specified in the schedule.
3. The Final merit list will be displayed on the website as per the schedule.
4. The score card will be dispatched to the permanent address of the candidate mentioned in the application form by speed post within 15 days after declaration of the result.
5. The duplicate score card will be issued on payment of fee Rs. 200/- through Institute where the candidate has taken the admission.

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

**General Instructions:**

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



10. The candidate can fill minimum 1 and maximum 100 options. The candidate has to fill the institute choice code against the option number in the online option form.
11. Candidate has to confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password.
12. The candidate can take the printout of the confirmed Option form for future reference.
- 13. OMS candidates are not eligible to participate in the CAP round-III i.e. Admission by Counseling**

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

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

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

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

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

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.

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

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

1. All candidates who have secured **Any one of the first Seven options** will not be eligible for subsequent CAP rounds irrespective of whether the candidate confirms the admission or not. Hence such candidates are advised **to confirm the admission** at the respective Institute as per the secured allotment in the CAP Round-II since names of such candidates will be automatically deleted from the subsequent lists of eligible candidates for subsequent CAP rounds.

2. Candidates (other than those covered in above stated rule no. 1)

- who have secured an allotment which is not out of first Seven options

**And**

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

**And**

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

may confirm the admission by reporting at the respective institute. If such candidate confirms the admission, then they will not be eligible to participate in subsequent CAP rounds. Names of such candidates will be automatically deleted from the subsequent list of eligible candidates for subsequent CAP rounds.

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

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

**Available Seats-**

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

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

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

1. **Eligible candidates must report in-person at the venue of “Center of Counseling Round” in order to secure admission in this round of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round.**
2. Candidate is required to pay processing fees of CAP Round-III, Rs.100/- in cash at the Center of Admission and obtain a receipt for the same.
3. The candidate will report as per schedule at the **Center of Counseling Round** along with the necessary original documents. Candidates excluding SC/ST category shall carry part

payment of non-refundable fees of Rs. 10000/- in the form of DD drawn on “**The Director, Technical Education**” payable at **Mumbai**.

4. Eligible Candidates who report to the Admission **Center will be offered admission** to available seat as per the inter se merit of candidates.
5. Candidates who secure admission in this round must confirm the admission on the spot by paying non-refundable fees of **Rs.10000/-** (Excluding SC/ST) and on producing necessary documents in original for verification. The **Center of Counseling Round** will update the confirmation of the candidate’s admission on DTE website immediately.
6. Candidate will have to report later on to the respective Institute for paying balance fees (i.e. Total fees **less** Rs. 10000/-) as per notified schedule. If the candidate fails to report to the Institute and pay the balance fees on or before the last date of reporting at the Institute then the candidate shall lose claim on the allotted seat as well on the Rs.10000/- paid by the candidate at the **Center of Counseling Round**.

## **Annexure –II**

### **Documents required during the Admission Process**

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

Candidates are required to carry **ORIGINAL DOCUMENTS** for verification and submit attested zerox copies of the following certificates at the time of confirmation of CAP Application form at the ARC. Candidate shall produce Hall Ticket for **MAH-MCA-CET 2015** to the ARC officer to verify the identity of the candidate, if any discrepancy found document verification shall not be carried out.

- a. Certificate of Indian Nationality# in the name of the Candidate
- b. Statement of marks of HSC and SSC
- c. Statement of marks for the Bachelor’s Degree Examination (i.e. the qualifying Degree examination) in case the candidate has passed the bachelor’s degree examination
- d. Caste certificate (if applicable)
- e. Caste/Tribe Validity Certificate
- f. Non Creamy Layer certificate\* valid up to 31<sup>st</sup> March 2016 (if applicable)
- g. Domicile certificate\*\* of candidate’s father/mother (if applicable), clearly indicating the place of permanent residence of the candidate/father or mother or Husband
- h. Domicile certificate of candidate:- In case of Type-A candidate In lieu of Domicile certificate candidates should produce Birth Certificate of candidate indicating place of birth in Maharashtra OR School Leaving Certificate indicating place of birth of candidate is in Maharashtra
- i. Certificates in Proforma A, B, C, D, E, F, and G.
- j. Receipt of payment of processing fees
- k. Hall Ticket for MAH-MCA-CET 2015 duly signed by supervisor of the examination
- l. Any other relevant document

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

- ✓ All original certificates & Attested True copies of Mark lists, MAH-MCA-CET 2015 / AIMCET 2015 score card, Certificate of Indian Nationality, Caste Certificate, Caste/Tribe Validity, Non Creamy Layer certificate valid upto 31<sup>st</sup> March 2016 , Domicile Certificate Proforma and Hall Ticket for **MAH-MCA-CET 2015** duly signed by supervisor of the examination etc. as applicable.
- ✓ Any other relevant document

#### **Note:**

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

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

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

A candidate belonging to 'Creamy Layer' amongst the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the categories SBC, V.J./N.T.(A), N.T.(B), N.T.(C), N.T.(D) and O.B.C. will be required to produce "Non-Creamy Layer Certificate" as per Annexure-A as specified in the Government Resolution No. CBC/10/2006/CR-15/MVK-5, dated 30<sup>th</sup> June 2006. The certificate must be valid upto 31<sup>st</sup> March 2016.

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

- **\*\* Domicile certificate:**

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

- No documents are needed at the time of filling up of Online form for MAH-MCA-CET 2015. However no change in the information once filled is permitted at a later date.
- Candidates are required to keep the documents ready at the time of filling up of "Application Form for Admission".

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

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

- **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 should also be produced.

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

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

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

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

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

(4) Notwithstanding anything contained in any law for the time being in force, a person shall be disqualified for being a member of any statutory body if he has contested the election for local authority, Co-operative Society or any statutory body on the seat reserved for any of Scheduled Castes, Scheduled Tribes, De-notified Tribes, (Vimukta 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, (Vimukta Jatis), Nomadic Tribes, Other Backward Classes or Special Backward Category secures any benefits or appointment exclusively reserved for such Castes, Tribes or Classes in the Government, local authority or any other company or corporation owned or controlled by the Government or in any Government aided institution, or secures admission in any educational institution against a seat exclusively reserved for such Castes, Tribes or Classes or is elected to any of the elective offices of local authority or Co-operative Society against the office, reserved for such Castes, Tribes of Classes by producing a false Caste Certificate; shall, on conviction, be punished , with rigorous imprisonment for a term which shall not be less than six months but which may 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 be applied to such trial.

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

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

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

Para 14: *(Penalty for abatement)*

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

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

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

## Annexure - III

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

#### 1.0 Admissions to allottees for the institute

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

#### 2.0 Admissions against CAP Vacancies:

The institutes should update the list of admitted candidates during the reporting period after allotment of CAP rounds on the website: [www.dtemaharashtra.gov.in/mca2015](http://www.dtemaharashtra.gov.in/mca2015) at their institute logins. The seats remaining vacant after offering admissions to the candidates who have come through Centralised Admission Process are required to be filled up by the respective institutes.

- a. The admissions against CAP Vacancies should be given to those candidates who have applied for CAP and Eligible at the end of the counseling Round. The Directorate of Technical Education will publish the list of the eligible Candidates along with CAP Vacancy at the end of the CAP Rounds.
- b. These admissions should be carried out strictly on the basis of inter se merit of the Candidates who have applied for admission in that institute against vacancies.
- c. Candidates having Maharashtra candidature should be considered for the vacancy round. After admitting Maharashtra candidates, if seats still remain vacant then the seats can be offered to eligible OMS candidates based on their inter-se-merit. The list of eligible OMS Candidates will be published on website.
- d. All institutes shall notify the total number of vacancies in the institute after offering admissions to the candidates who have come through CAP rounds, by advertisement in the newspaper and on the website of the institute, for inviting application from eligible candidates. Detailed schedule of the admission process and vacancies are also to be displayed on the notice board of the Institute.
- e. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the inter se merit of the candidates who have applied to the institute. Institutes should display the merit list on their notice boards prior to admissions.
- f. In **Government Institutes / University Departments / University Managed Institutes**, the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled as per state level merit amongst the candidates in **final merit list of Maharashtra State candidates only** and who have applied for the Vacancy round at the SPIT. The Director of SPIT shall carry out the admissions of all **Government Institutes / University Departments / University Managed Institutes**. **Candidate shall pay fees of the institute at the time of admission through counseling. The representative of above institute shall remain present for document verification and collection of fees. The schedule of these rounds will be published on DTE & SPIT website.**
- g. In **Unaided Institutes** the vacancies in backward class category seats within sanctioned intake shall be filled after removing the seat tag i.e. by treating these seats as GENERAL seats. The seats thus shall be filled after preparing a common merit list of **only Eligible candidates** who have applied for the Vacancy round at the respective Institute.
- h. All the institutes shall prepare the schedule of admission and notify the same by advertisement in the newspaper and on the website of the institute.
- i. Under any condition the intake should not exceed the sanctioned intake capacity for that course (excluding the J & K migrant and Foreign National / Foreign students / PIO/ Children of Indian Workers in the Gulf countries).



- j. After admitting the MAH-MCA -CET 2015 qualified candidates; if seats still remain vacant then the institutions have to apply to the Pravesh Niyrantran Samiti, Mumbai for obtaining approval for the conduct of additional CET.

### **3.0 Guidelines for the admission process to be carried out for admission to the Institute level and Minority seats:**

- a. The Principal/Director of the respective Un-aided MCA institute shall invite applications for the seats available by giving publicity in at least two newspapers and on the website of the Institute.
- b. Information brochure/prospectus of the Institute, which specifies rules of admission, should be published well before the commencement of the process of admission for the Institute Level Seats. All the information in the brochures should also be displayed on the Institute's website.
- c. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Principal/Director of the respective colleges for admissions.
- d. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute and are eligible as per rule no.2.6.

#### **General Notes:**

1. The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Regional Offices also. **The Institute should update the information of the reported candidates, allotted under CAP "Online update" when a candidate is reporting to the Institute.**
2. **Rounds of admission for Institute Level Seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute**
3. The 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 cutoff date of the admission. However institute should note that they shall be able to upload candidate's admission of not more than 10% of SI per choice code after declared cutoff date of admission. Uploading Link will be closed on the last day of cutoff date of uploading.**
4. 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.
5. The Principal/Director 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.
6. 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.
7. 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.
8. The DTE and/or Pravesh Niyrantran 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 MCA 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 Niyrantran Samiti, Mumbai.

## Annexure IV

### Declaration by the Candidate and Scribe/Writer

**(To be given in two copies, return the candidate copy after stamping the Scribe/Writer's photograph, another copy shall be preserved by Regional Office)**

We the undersigned, Shri/Smt \_\_\_\_\_ candidate for the MAH-MCA-CET 2015 Examination , Application ID \_\_\_\_\_ Seat No \_\_\_\_\_, which is scheduled on \_\_\_\_\_ and Shri/Smt \_\_\_\_\_ eligible scribe/writer for the eligible candidate, do hereby declare that:-

1. The scribe/writer is identified by the candidate at his/her own cost and as per His/Her own choice and the scribe fulfills the required criteria

a) He/She is one grade lower than the stipulated eligibility criteria i.e. Graduation

Candidate's Educational Qualification	
Scribe/Writer's Educational Qualification	

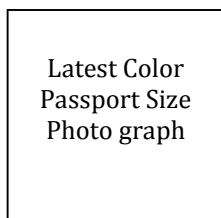
b) He/She is from different academic stream than the candidate (arts commerce, science).

Candidate's Academic Stream	
Scribe/Writer's Academic Stream	

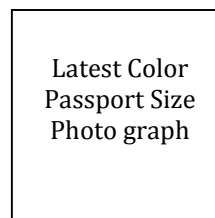
c) The candidate is blind / low vision or affected by cerebral palsy with locomotor impairment or Dyslexia and his/her writing speed is affected and he/she needs a writer (scribe) as permissible by the rule.

2. (a) The candidate availing services of a scribe is eligible for extra time of 20 minutes for every hour of the written examination.
- (b) Only those Visually Handicapped candidates under Blind/Low Vision who are using scribe may skip the questions based on Graph and Table in Quantitative Aptitude Test. The candidates will be awarded marks for these questions based on the overall average obtained in other questions of this test.
3. In view of the importance of the time element, the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Authorities that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in 1(c) above.
4. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of Admission process that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect /false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the written test(s). If any of these shortcomings is/are detected even after the candidate's Admission, his/her Admission is liable to be cancelled. In such circumstances, both signatories will be liable for criminal prosecution.

#### Signature of the Scribe



#### Signature of the Candidate



(Office stamp across the photograph)

Note:

1. The candidate shall produce this declaration at the time of CET examination along with Hall Ticket
2. The declaration shall be collected by the supervisor from the candidate at the examination venue.

**Authentication for scribe/writer**

Shri/Smt \_\_\_\_\_ candidate for the MAH-MCA-CET 2015 Examination, Application ID: \_\_\_\_\_ SeatNo \_\_\_\_\_, which is scheduled on //2015 has been allowed to engage Shri/Smt \_\_\_\_\_, whose photograph affixed on the declaration and stamped, as scribe/writer for this examination on candidate's own choice and cost.

The candidate is eligible for extra time of 20 minutes for every hour of the written examination.

The candidate shall be seated separately

The candidate shall serve refreshments, if any, to the scribe/writer either before or after the examination.

Date:

Signature  
For Joint Director  
Technical Education

Address: \_\_\_\_\_ and

Phone no: \_\_\_\_\_ of the authority to be contacted in case of exigencies.

## Annexure – V

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

#### Details of Common Entrance Test MAH–MCA-CET 2015

##### **About MAH-MCA-CET 2015 Online Examination.**

MAH–MCA-CET 2015 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 two online papers of 100 marks each with composite time of 90 minutes duration.**

**Please note the MAH–MCA-CET 2015 will have negative mark system. Each correct answer will carry 4 marks. Each wrong answer will carry 1 negative mark. 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-MCA-CET 2015 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.

##### **Syllabus for MAH-MCA-CET 2015 Examination**

###### **Scheme of CET**

The MAH-MCA-CET 2015 will be ONLINE examination comprises of two papers (objective type) of **90** minutes duration viz. **General Aptitude** (GA) and **Computer Concepts** (CC). The syllabus & sample question paper are available on website and also in online brochure. Each paper has 25 questions and is expected to be completed in 90 minutes.

###### **1. General Aptitude**

The main objective of this paper is to assess the general aptitude of the candidate to pursue a computer applications and software profession.

###### **Syllabus**

The questions in this paper will cover: logical reasoning, quantitative reasoning, high school mathematics, vocabulary, English comprehension and verbal ability. A good grasp of the following topics of high school mathematics (up to the 12th standard) will be useful:

**1.0 Algebra :** Fundamental operations in Algebra, Expansion, factorization, Quadratic equations, indices, logarithms, arithmetic, geometric and harmonic progressions, binomial theorem, permutations and combinations.

**2.0 Co-ordinate Geometry :** Rectangular Cartesian co-ordinates, equations of a line, mid point, intersections etc., equations of a circle, distance formulae, pair of straight lines, parabola, ellipse and hyperbola, simple geometric transformations such as translation, rotation, scaling.

- 3.0 Differential Equations:** Differential equations of first order and their solutions, linear differential equations with constant coefficients, homogenous linear differential equations.
- 4.0 Trigonometry:** Simple identities, trigonometric equations, properties of triangles, solution of triangles, height and distance, inverse function.
- 5.0 Probability and Statistics :** Basic concepts of probability theory, Averages, Dependent and independent events, frequency distributions, and measures of dispersions, skewness and kurtosis, random variable and distribution functions, mathematical expectations, Binomial, Poisson, normal distributions, curve fitting, and principle of least squares, correlation and regression.
- 6.0 Arithmetic:** Ratios and proportions, problems on time-work, distance-speed, percentage, etc.
- 7.0 Basic Set Theory and Functions:** Set, relations and mappings.
- 8.0 Mensuration:** areas, triangles and quadrilaterals, area and circumference of circles, volumes and surface areas of simple solids such as cubes, spheres, cylinders and cones.

### Sample Questions

1. A train 125 m long passes a man, running at 5 km/hr in the same direction in which the train is going, in 10 seconds? The speed of the train is  
 (A) 45 km/hr (B) 50 km/hr  
 (C) 54 km/hr (D) 55 km/hr
2. A can lay railway track between two given stations in 16 days and B can do the same job in 12 days. With help of C, they did the job in 4 days only. Then, C alone can do the job in  
 (A)  $9\frac{3}{5}$  days (B)  $9\frac{2}{5}$  days (C)  $9\frac{1}{5}$  days (D)  $9\frac{1}{5}$  days
3. The cost price of 20 articles is the same as the selling price of x articles. If the profit is 25%, then the value of x is  
 (A) 15 (B) 16  
 (C) 18 (D) 25
4. The sum of ages of 5 children born at the intervals of 3 years each is 50 years. What is the age of the youngest child ?  
 (A) 4 years  
 (B) 8 years  
 (C) 10 years  
 (D) None of these
5. A family consists of two grandparents, two parents and three grandchildren. The average age of the grandparents is 67 years, that of the parents is 35 years and that of the grandchildren is 6 years. What is the average age of the family ?  
 (A) years  
 (B) years  
 (C) years  
 (D) None of these
6. In how many different ways can the letters of the word 'LEADING' be arranged in such a way that the vowels always come together ?  
 (A) 360 (B) 480 (C) 720 (D) 5040

7. The H.C.F. of two numbers is 23 and the other two factors of their L.C.M. are 13 and 14. The larger of the two numbers is  
(A) 276 (B) 299 (C) 322 (D) 345
8. What should come in place of both x in the equation ?  
(A) 12 (B) 14 (C) 144 (D) 196
9. The banker's discount on Rs. 1,600 at 15% per annum is the same as true discount on Rs. 1,680 for the same time and at the same rate. The time is  
(A) 3 months (B) 4 months  
(C) 6 months (D) 8 months
10. An aeroplane covers a certain distance at a speed of 240 kmph in 5 hours. To cover the same distance in hours, it must travel at a speed of  
(A) 300 kmph (B) 360 kmph  
(C) 600 kmph (D) 720 kmph
11. Mr. Thomas invested an amount of Rs. 13,900 divided in two different schemes A and B at the simple interest rate of 14% p.a. and 11% p.a. respectively. If the total amount of simple interest earned in 2 years be Rs. 3,508, what was the amount invested in Scheme B ?  
(A) Rs. 6,400 (B) Rs. 6,500  
(C) Rs. 7,200 (D) Rs. 7,500
12. A, B and C jointly thought of engaging themselves in a business venture. It was agreed that A would invest Rs. 6,500 for 6 months, B, Rs. 8,400 for 5 months and C, Rs. 10,000 for 3 months. A wants to be the working member for which, he was to receive 5% of the profits. The profit earned was Rs. 7,400. Calculate the share of B in the profit.  
(A) Rs. 1,900 (B) Rs. 2,660  
(C) Rs. 2,800 (D) Rs. 2,840
13. An error 2% in excess is made while measuring the side of a square. The percentage of error in the calculated area of the square is  
(A) 2% (B) 2.02% (C) 4% (D) 4.04%
14.  $(112 \times 54) = ?$   
(A) 67000  
(B) 70000  
(C) 76500  
(D) 77200
15. Pipes A and B can fill a tank in 5 and 6 hours respectively. Pipe C can empty it in 12 hours. If all the three pipes are opened together, then the tank will be filled in  
(A) hours  
(B) hours  
(C) hours  
(D) hours
16. A bag contains 2 red, 3 green and 2 blue balls. Two balls are drawn at random. What is the probability that none of the balls drawn is blue ?

- (A) 10/21 (B) 11/21  
(C) 2/7 (D) 5/7
17. A man standing at a point P is watching the top of a tower, which makes an angle of elevation of  $30^\circ$  with the man's eye. The man walks some distance towards the tower to watch its top and the angle of the elevation becomes  $60^\circ$ . What is the distance between the base of the tower and the point P ?
- (A) units (B) 8 units  
(C) 12 units (D) Data inadequate
18. The difference between simple and compound interests compounded annually on a certain sum of money for 2 years at 4% per annum is Re. 1. The sum (in Rs.) is
- (A) 625 (B) 630 (C) 635 (D) 640
19. Two students appeared at an examination. One of them secured 9 marks more than the other and his marks was 56% of the sum of their marks. The marks obtained by them are
- (A) 39, 30 (B) 41, 32  
(C) 42, 33 (D) 43, 34
20. Three times the first of three consecutive odd integers is 3 more than twice the third. The third integer is
- (A) 9 (B) 13  
(C) 11 (D) 15
21. The power to appoint members of the Union Public Service Commission rests with the
- (A) President  
(B) Prime Minister  
(C) Parliament  
(D) Ministers for Home Affairs
22. Light emitted by the sun reaches the earth in
- (A) 1 second (B) 10 seconds  
(C) 13 seconds (D) None of these
23. 'Malt', a stage of grains during beer formation refers to the
- (A) Germinated wet grain (B) Dry grain  
(C) Mashed grain (D) Powered grain
24. Which is used as a magnifying glass?
- (A) Plane mirror (B) Concave mirror  
(C) Converging lens (D) Diverging lens
25. The 'Red Data Book' containing information on all wild plants and animals in danger of extinction has been published by which one of the following ?
- (A) International Union for Conservation of Nature and Natural Resources  
(B) World Wildlife Fund  
(C) World Conservation Union  
(D) United Nations Environment Programme

## 2. Computer Concepts

### Syllabus

- 1.0 Computer Basics :** Organization of a computer, Central Processing Unit (CPU), Structure of instructions in CPU, input / output devices, computer memory, memory organization, back-up devices.
- 2.0 Data Representation :** Representation of characters, integers, and fractions, binary and hexadecimal representations, Binary Arithmetic: Addition, subtraction, division, multiplication, signed arithmetic and two's complement arithmetic, floating point representation of numbers, normalized floating point representation, Boolean algebra, truth tables, Venn diagrams.
- 3.0 Computer Architecture:** Block structure of computers, communication between processor and I / O devices, interrupts.
- 4.0 Computer Language:** Assembly language and high level language, Multiprogramming and time sharing operating systems, Computer Programming in C.
- 5.0 Operating System basics:** Multiprogramming and timesharing operating systems.

### Sample Questions

26. A compiler is

- (A) A person who compiles source programs
- (B) The one who performs coding
- (C) An operator
- (D) A program which translates source program into object program

27. A CPU contains

- (A) A card reader and a printing device
- (B) An analytical engine and a control unit
- (C) A control unit and an arithmetic logic unit
- (D) An arithmetic logic unit and a card reader

28. VGA is

- (A) Video Graphics Array (B) Visual Graphics Array
- (C) Volatile Graphics Array (D) Video Graphics Adapter

28. Which of the following is an application software ?

- (A) Compiler
- (B) Power Point
- (C) Operating System
- (D) None of these

30. Which of the following is a system software ?

- (A) Linux
- (B) MS Word
- (C) MS Excel
- (D) Matlab

31. Which of the following is a volatile memory ?

- (A) Pen drive
- (B) RAM
- (C) ROM
- (D) Hard disk

32. Junk e-mail is also called

- (A) spam
- (B) spof
- (C) snifer script
- (D) spol

33. A monitor's \_\_\_\_\_ is measured in hertz.



- (A) Refresh rate (B) Speed  
(C) Resolution (D) Viewable area
34. Hexadecimal equivalent of  $(111100110001)_2$  is  
(A) 45F (B) F83 (C) F38 (D) F31
35. \_\_\_\_\_ are set of rules and procedures to control the data transmission over the internet.  
(A) IP addresses (B) Domains  
(C) Protocol (D) Gateway
36. Which of the following is the 1's complement of 11 ?  
(A) 11 (B) 01 (C) 00 (D) 10
37. A program in execution is called  
(A) CPU (B) Process (C) Program (D) Job
38. ASCII stands for  
(A) American Stable Code for International Interchange  
(B) American Standard Case for Institutional Interchange  
(C) American Standard Code for Information Interchange  
(D) American Standard Code for Interchange Information
39. Which of the following is used to read HTML code and to render webpage ?  
(A) Webserver (B) Web Matrix  
(C) Domain name server (D) Web Browser
40. A nibble is a group of  
(A) 2 bits (B) 4 bits (C) 2 bytes (D) 16 bytes
41. What do you call the translator which takes assembly language as program as input and produce machine level language code as output ?  
(A) Compiler (B) Interpreter  
(C) Linker and Loader (D) None
42. The protocol used in the World Wide Web is  
(A) SMTP (B) HTTP (C) Internet (D) Email
43. VGA is  
(A) Video Graphics Array (B) Visual Graphics Array  
(C) Volatile Graphics Array (D) Video Graphics Adapter
44. Which of the following is an application software ?  
(A) Compiler (B) PowerPoint  
(C) Operating System (D) None of these
45. Processors of all computers, whether micro, mini or mainframe must have  
(A) ALU (B) Primary Storage  
(C) Control Unit (D) All of above
46. What is the control unit's function in the CPU ?

- (A) to transfer data to primary storage
  - (B) to store program instruction
  - (C) to perform logic operations
  - (D) to decode program instruction
47. What is meant by a dedicated computer ?
- (A) which is used by one person only
  - (B) which is assigned to one and only one task
  - (C) which does one kind of software
  - (D) which is meant for application software only
48. The most common addressing technique employed by a CPU is
- (A) immediate
  - (B) direct
  - (C) indirect
  - (D) all of the above
49. A collection of 8 bits is called
- (A) byte
  - (B) word
  - (C) record
  - (D) none of the above
50. Linear cutting tools include tool bits (single-point cutting tools) and
- (A) broaches
  - (B) drillbits
  - (C) countersinks
  - (D) taps

## Candidate Instruction Sheet

“Good Morning and Welcome to the MAH-MCA/MMS Common Entrance Test 2015”

**The Exam today is for duration of 1.5 hours i.e. 90 minutes:**

**The exam Timing is:**

**Batch1-10:00 AM to 11:30 PM / Batch2- 3:00PM to 4:30 PM**



**The Total Questions for the Exam are: 50**

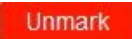
**The Total Marks for the Exam are: 200**

### **General Instructions:**

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



### **About Question Paper:**

- 1) The Question Paper consists of **50** multiple choice objective type questions with **4 options** out of which only one is correct.
- 2) Each question carries **4 mark**, each wrong answer will carry **1 negative mark**. Unanswered questions will carry zero marks.
- 3) Only one question will be displayed on the computer screen at a time. To attempt next question the candidates should click on  or to go back click on  button provided at the bottom of the screen.
- 4) Each section consist of 25 question. (General Aptitude)/ (Computer Concepts)
- 5) The candidate should click with the mouse on the correct choice, from given 4 options for the right Answer. In case, the candidate does not wish to attempt the question it can be left blank.
- 6) The timer is available on the **TOP RIGHT HAND CORNER** of the screen, you are requested to keep a tab on it to ensure that you plan your exam within the allocated time.

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

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

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

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

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



**You have answered the Question**



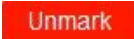
**You have not answered the Question and marked for review**







**You have answered the Question but marked for review**




**You have not answered the Question**

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

12) To move back and forth between questions, candidates should use the  OR  button or should click on the question number displayed at the right side of the screen.

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

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

15) On the completion of **90 minutes** of the Exam Duration, if the candidate is not able to attempt any question or click the answers a nil result will be saved automatically by the computer system even if he/ she does not click the  button.

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

**"ALL THE BEST"**

## **Annexure VI**

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