

**Government of Maharashtra**  
**Department of Higher and Technical Education**

Date:

**Draft Rules of Admission**

In exercise of the powers conferred by sub-section 3 of section 3 of the Maharashtra Unaided Private Professional Education Institutions (Regulation of Admission Act 2015) the Government of Maharashtra hereby makes the following rules to regulate admissions to the Bachelor of fine Art First year Professional Undergraduate Courses (Visual Art) (Painting or Applied Art or Sculpture or Textile Design or Interior Decoration or Ceramics or Metal Work):-

**1. Short Title and Commencement.-**

- (1) These rules may be called the Maharashtra Unaided Private Professional Education Institutions (Regulation of Admission to the Professional Undergraduate Bachelor of fine Art Courses (Visual Art) Rules, 2015
- (2) They shall come into force on the date of their publication in the official Gazette.

**2. Definitions.-**

- (1) In these rules, unless the context otherwise requires,—
- a. “Admission Reporting Centre” means a center where the candidate shall report for confirmation of admission by submission of documents and payment of fees.
- b. “All India Seats’ means seats available for any eligible Indian National
- c. “Application Form” means prescribed form filled up by the candidate online for admission

- d. "Autonomous Institute" means the institute to which autonomy is granted by the University Grants Commission.
- e. "Centralized allotment process Seats" means the seats for which allotment and admission is carried out by the competent Authority through Centralized allotment process .
- f. "Courses" means the undergraduate Bachelor of fine Art Courses (Visual Art) in Painting or Applied Art or Sculpture or Textile Design or Interior Decoration or Ceramics or Metal Work ".
- g. 'Facilitation Centre' means a center where the facilities like sale of application kits, filling online forms, verification of documents and grievances etc. are provided
- h. 'Foreign National' means Citizens *of* all countries other than India, who are not of Indian origin as defined under person of Indian origin.
- i. 'Home University' means' the university area in the jurisdiction of which the candidate has passed the qualifying examination.
- j. 'HSC' means the Higher Secondary School Certificate (Std.XII) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent awarded by a Recognized Board.
- k. 'Institutional Quota' means seats available for admission at institute *level*
- l. 'Inter-Se Merit' means on the basis of merit.
- m. 'Minority Seats' means seats earmarked for the minority community students from within the state belonging to the minority community to which the institution belongs.

- n. 'Non Autonomous Institute' *means* those institutes which are not 'Autonomous Institutes'.
- o. 'Non Resident Indian Candidate' means a candidate who is a child or ward of the person who has the 'Non Resident Indian status' as defined under section 6 of the Income Tax Act.
- p. 'OCI' means a candidate having Overseas Citizenship of India
- q. 'Qualifying examination' means examination on the basis of which a candidate becomes eligible for admission or its equivalent examination as notified by the Government.
- r. 'Sanctioned Intake (SI)' means the course wise number of seats sanctioned by the Government.
- s. 'SSC' means the Secondary School Certificate (Std. X) examination of Maharashtra State. Board of Secondary and Higher Secondary Education or its equivalent awarded by a Recognized Board.
- t. 'Supernumerary Seats' means seats which are over and above the sanctioned intake approved by the appropriate authority and the Government.
- u. "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 or her study, and he or she or anyone or both of his or her parents or anyone or both of his or her grandparents is (or was) or are (or was) 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).

- v. Person of Indian origin Candidate means a candidate who is a child or ward of Person of Indian origin

### 3.0 Candidature Type

Candidate can claim only one candidature type while submitting the application form. The candidate should submit the certificates as applicable in the necessary Performa issued by the competent authority at the time of filling up of Application Form.

### 3.1 Maharashtra State candidature

Type	Eligibility Criterion	Home University
A.	<p>a. Candidate Passing Secondary School Certificate and Higher Secondary Certificate Examination from a recognized institution in Maharashtra state .</p> <p><b><u>AND</u></b></p> <p>b. Candidate who is Domiciled of Maharashtra/ Born in Maharashtra</p>	Place of passing of Qualifying Examination falling within the jurisdiction of the respective University area
B.	<p>A Candidate does not satisfy as Type A</p> <p><b><u>AND</u></b></p> <p>Father/Mother or Mother of the candidate is domiciled in the state of Maharashtra.</p>	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective University area.
C.	<p>A Candidate does not satisfy as Type A or B</p> <p><b><u>AND</u></b></p> <p>Father/Mother of the candidate is an employee of the Government of India or Government of India Undertaking who is</p>	Place of Posting of Father or Mother of candidate falling within the jurisdiction of the respective University area

	posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for Centralized Admission.	
D.	A Candidate does not satisfy as Type A or B or C <b><u>AND</u></b> Father or Mother of the candidate is an employee of the Government of Maharashtra or Government of Maharashtra Undertaking	Place of Posting of Father or Mother of candidate or If deputed outside Maharashtra the place of last posting falling within the jurisdiction of the respective University area.
E	Candidate passing SSC or HSC Examination from a Recognized institution from a Disputed Maharashtra Karnataka Border Area and Mother tongue should be Marathi.	Candidate shall be considered for the Outside Home University or State Level Seats.

### 3.2 All India Candidature

Candidate having Indian nationality are eligible under this category.

### 3.3 Minority candidature

The Maharashtra domiciled Candidate belonging to a particular Linguistic / Religious minority community from within the state and as notified by the Government.

### 3.4 Non Resident of India or Overseas Citizenship of India candidature

A Candidate who is child or ward of Non Resident of India satisfying the conditions as defined in section 2 (n) of the act and child or ward of Overseas Citizenship of India shall be treated at par with Non Resident of India.

### **3.5 Person Indian Origin or Foreign Student**

A Person Indian Origin and Foreign Candidate satisfying the conditions as defined in section 2 (0) and 2(i) of the act respectively.

### **3.6 Jammu and Kashmir Migrant Candidature**

Seats for this candidature are available in First year Bachelor of Fine Arts courses.

a. The children of citizens, who are displaced from Jammu and Kashmir to any part of India from unsafe border area of Jammu and Kashmir Migrant to a relatively safer place in Jammu and Kashmir Migrant from 1990 onwards due to terrorist activities.

b. The children of officers belonging to Indian Administrative service or Indian Police Service or Indian Foreign service and children of staff belonging military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission

c. The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism

### **4.0 Sanctioned Intake for Various Courses**

The intake for the courses shall be as per the approval given by the authority which is competent for giving approval to respective courses and affiliation given by the respective affiliating University. For the admission to first year number of seats available shall be calculated as per given in scheduled I.

### **4.1 Supernumerary Seats**

The seats that are over and above the sanctioned intake and are approved by the appropriate authority.

## **5.0      Seat Distribution**

The percentage of seat distribution for various types of candidates in the Home University and Other than Home University is a state level seats shall be in accordance with the policy of the Government and as given in Schedule-I for first year.

### **5.1      Maharashtra Seats**

The candidates having Maharashtra State Candidature as given in 3.1 and 3.3 shall be eligible for these seats.

### **5.2      All India Seats**

The candidates having Candidature as given in 3.1, 3.2 and 3.3 shall be eligible for these seats.

### **5.3      Institute level Seats**

These are the seats which shall be filled at institute level within sanctioned intake. These seats shall be filled in a transparent, fair and non-exploitative manner. The seats shall be allotted to the candidates on the basis of Bachelor of Fine Art First Year Common Entrance Test Score

#### **5.3.1    Management Quota Seats**

The candidates having Candidature as given in 3.1 and 3.2 shall be eligible for these seats.

#### **5.3.2    Minority Quota Seats**

The candidates having candidature as given in 3.3 shall be eligible for these seats. These seats shall be filled in accordance with the provision under Section 6 of the act. The

minority educational institution shall surrender the unfilled seats of this quota, if any, to the competent authority to be filled during Centralized Admission Process Round I.

Provided that, the minority quota seats that are not surrendered by the minority educational institute for Centralized Admission Process and are not filled or the seats remaining vacant due to cancellation or non-reporting or where the candidate leave the institution after selection shall be filled in from minority candidates belonging to the minority community to which the institution belongs on the basis of inter-se merit.

Provided that if any minority educational institution fails to fill the un-surrendered minority quota seats from their respective minority community candidates then same shall be surrendered to the competent authority till the commencement of last Centralized Admission Process Round so as to fill these seats from amongst the respective minority community candidates through Centralized Admission Process. Moreover if these seats earmarked for minority quota are unfilled due to non availability of candidates from respective minority community then it shall be filled in by general category candidates in the last Centralized Admission Process Round.

Provided further that, the seats that are surrendered for the Centralized Admission Process under section 6 (b) of the act and are remained vacant after completion of Centralized Admission Process due to non-allotment of seat or cancellation or non-reporting or where the candidate leave the institution after selection through Centralized Admission Process may be filled from the general category candidates on the basis of inter-se merit.



### **5.3.3 Seats for children of NRI**

The candidates having Candidature as given in 3.3 shall be eligible for these seats. These seats are within the sanctioned intake as approved by the appropriate authority subject to the maximum of 5% of the sanctioned intake or seats as prescribed by the appropriate authority from time to time.

### **5.3.4 Seats for Person of Indian Origin or Overseas Citizenship of India or Foreign Students**

The candidates having Candidature as given in 3.4 shall be eligible for these seats. These seats are over and above the sanctioned intake that is approved by the appropriate authority subject to the maximum of 15% of the sanctioned intake seats or as prescribed by the appropriate authority from time to time. The One third and two third of these 15% seats shall be reserved for the children of Indian Workers in Gulf Countries and Person of Indian Origin or Foreign students respectively.

## **6.0 Preparation of Merit List**

All the eligible candidates who have submitted application form on or before the last date specified for the submission of Application Form for Admission through Centralized Admission Process shall be assigned a merit number.

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

If the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned competent authority or board, the same shall be reported to the competent authority for admission through Centralized Admission Process or its designated representatives immediately. However the effect of such change will be taken into consideration only for the subsequent round(s) of admission.

## **6.2 Method of Calculating marks at qualifying examination for deciding Eligibility –**

While deciding the eligibility of the candidates following procedure shall be adopted.

- a. The percentage of marks shall be calculated by rounding off to two places after decimal.
- b. If letter grades are assigned at SSC, HSC or its equivalent examination the candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned competent authority or board at the time of submission of application form. The Eligibility shall be decided based on the basis of equivalent marks.
- c. If the candidate reappears for the qualifying examination with all subjects then the marks obtained in the latest examination shall only be considered.

## **6.3 Assignment of Merit Number**

The merit list shall be prepared on the basis of marks *or* score secured by the candidate in the Common Entrance Test conducted by the Competent Authority or marks or score secured in any other examination conducted by the concerned appropriate authority and as declared by the Government under section 4(a) of the act for the purpose of admission to these courses.

Each eligible candidate who has submitted application form on or before the last date prescribed for the submission of Application form for admission through Centralized Admission Process will be assigned a Merit Number based on the following criteria. Common Entrance Test examination will be as per the following mentioned pattern. There will be THREE practical Subjects each of 50 marks and one General Knowledge (objective type) paper of 40 Marks.

Assignment of merit number will be out of 200 marks, out of which 150 marks for practical examination, 40 marks for General Knowledge (Objective type) examination. And 10 marks are as credit marks to the candidates who have passed **Maharashtra State** Intermediate Drawing Grade Examination.

The Credit marks awarded for passing Intermediate Drawing Grade Examination are as mentioned below:

"A" Grade	:	10 Marks
"B" Grade	:	06 Marks
"C" Grade	:	04 Marks

Those candidates who have not passed the Intermediate Drawing Grade Examination will also be eligible for appearing for the –Common Entrance Test- examination, but such candidates will not be given any credit marks as reserved for those who have passed the Intermediate Drawing Grade Examination.

Assignment of a Merit number does not indicate or ensure admission to any seat. All eligible Maharashtra State Candidates, All Indian candidates should note that, a separate merit list of all eligible candidates shall be prepared based on the – Common Entrance Test score (out of 200 marks) only, relative merit in case of a tie (i.e. equal marks Common Entrance Test shall be resolved as per rule.)

#### **6.4 Relative merit in case of tie:**

In the case of candidates securing equal number of marks Common Entrance Test, their relative merit will be fixed on the basis of the following in the order of preference given below:

- a. A candidate securing higher Marks in the paper Object drawing at Common Entrance Test Examination.
- b. A candidate securing higher marks in the paper Design Common Entrance Test Examination.
- c. A candidate securing higher marks in the paper Memory Drawing at Common Entrance Test Examination.
- d. Birth Date of Candidate (Elder Candidate will be given preference.)

- e. A candidate securing higher grade in Intermediate Drawing Grade Examination.
- f. A candidate with higher aggregate percentage in Secondary School Certificate (10<sup>th</sup> Level) Examination or an equivalent Examination.

## **7.0 Centralized Admission Process (CAP) –**

The Unaided Private Professional Education Institutes shall admit students through the Centralized Admission Process as referred in subsection 3 of section 3 of the act. The stages of Centralized Admission Process shall be as stated below.

- a. Display or Publishing of Information Brochure by the competent authority
- b. Filling Online Application Form by candidate for participation in the Centralized Admission Process
- c. Confirmation of Online Application Form and Document Verification at Facilitation Centre by the candidate in person
- d. Display or Publishing of Provisional merit lists, Submission of grievances if any and Display or Publishing of Final Merit Lists
- e. Display of available category wise Seats (Seat Matrix) for centralized Admission Process Rounds I or II or III
- f. Filling up and Confirmation of Online Option Form having preferences of courses or Institutions before Centralized Admission Process Round I. Candidates may fill-in as many choices as possible of Institutes and courses in decreasing order of their preference. The option form once confirmed shall be considered for allotment in Centralized Admission Process Round VII or III.

- g. Display of Provisional Allotment of Centralized Admission Process Round I or II or III indicating allotted institute and course
- h. Reporting and accepting the offered seat as per allotment of the Centralized Admission Process Rounds I or II or III by the candidate at Reporting Centre.

During the Centralized Admission Process, before accepting the allotted seat a candidate can opt to 'freeze', 'slide' or 'float' the choice of academic program for subsequent round(s), if any, of seat allocation

(i) Freezing: Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such candidates will NOT be considered in subsequent rounds of admission

(ii) Sliding: Candidates accept the offered seat and indicate that, if admission to an academic program of better / higher preference is offered within the same Institute, they will accept it. Such candidates will be considered in subsequent rounds of admission

(iii) Floating: Candidates accept the offered seat and indicate that, if admission to an academic program of better/higher preference in any Institute is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such candidates will be considered in subsequent rounds of admission

(iv) For candidates who choose the float or slide option, and secures a seat of his choice of higher preference would automatically result in the forfeiture of the seat accepted by the candidate in the earlier round

(v) Sliding and floating options will **not be available** to those candidates who is offered admission to his **first choice**

i. Conduct of Centralized Admission Process Round-IV- The seats available for this round shall be published on the website. The candidates are allowed to fill in or edit the already filled

online option form. The seats to be allotted during the course of this round shall be subject to following conditions-

- (i) Before start of this round, the candidates can change their option from sliding or floating to freezing or vice-versa
- (ii) Candidates who have not been allotted any seat in any of the previous rounds or those who have taken and cancelled their admission in the earlier rounds and those who are desirous of floating and sliding in this final round are eligible to participate in this round
- (iii) Candidates who have opted for floating and sliding and also applying for this round shall fill **in the allotted institute in their choice list**. Once the upward allotment is made the **earlier allotment automatically stands cancelled**.
- (iv) Sliding and floating options are NOT available for the seats allotted in this round.

J. Reporting and Accepting the offered seat as per allotment of the Centralized Admission Process Round IV, by the candidate at Reporting Center.

k. Reporting and confirming the admission of the candidate to the institute as per final allotment through Centralized Admission Process Round.

l. Institute level round for the seats remaining vacant after all the Centralized Admission Process rounds are completed.

### **7.1 Centralized Admission Process allotment stages and logic of allotment**

Allotment of seats coming under Centralized Admission Process is carried out as per the logic explained below. The seats remaining vacant at the end of a particular stage shall be available for the allotment as per the logic of next stage.

## 7.2 Maharashtra State Candidate

The stages of computerised allotment are as follows

### Stage - I: For all the candidates

- a) All the candidates (OPEN/Reserved/Male/Female) belonging to various categories shall be (Considered for allotment as per their *inter se* merit.)
- b) The Minority seats shall be allotted to the candidates of the state belonging to the minority community to which the institute belongs.
- c) 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.
- d) Special backward category candidates shall be considered for allotment in OPEN category by virtue of their merit and in case of Special backward category candidates who were in backward class prior to their inclusion in Special backward category shall be considered in their original backward class category.
- e) Persons with Disability category candidates shall be considered for allotment for the seats reserved for them (P-I, P-2 and P-3) otherwise in OPEN category as per their inter-se merit if the seats reserved for them are not available at their merit.
- f) Defence category candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in OPEN category as per their inter-se merit if the seats reserved for - them are not available at their merit.
- g) For the female candidates, the availability of seat shall be considered for allotment in the following order:
  - i. Seats reserved for female in Open category

### ii. Seat for General Open category

---

[Type text]

iii. Seats reserved for female in respective caste category

iv. General seats in their caste category

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

**Stage - II For Allotment of seats reserved for Female to Male candidate**

The seats remaining vacant after allotment to female candidates of the backward class category or OPEN category shall be allotted the male candidates belonging to respective Backward Class or OPEN category.

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

The backward class category seats remaining vacant shall be considered for allotment to the, candidates of Special Backward Class (Special backward category) category, limited to the extent of 2% seats.

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

The seats remaining vacant in the respective group of following categories shall be considered for allotment to the candidates of within the respective group –

**Group 1:** i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC)

ii) Scheduled Tribes including those living outside the specified areas (ST)

**Group 2:** i) Vimukta Jatis/De- Notified Tribes (VJ /DT) NT(A)

ii) Nomadic Tribes I (NT-B)

**Group 3:** i) Nomadic Tribes 2 (NT-C)

ii) Nomadic Tribes 3 (NT-D)



iii) Other Backward Class (*OBC*)

(Explanation- for Group 1, the seats remaining vacant in Scheduled Tribes category due to non-availability of its Candidates, those seats shall be considered for allotment to the candidates belonging to the Scheduled Castes Category or vice versa)

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

The seats reserved for Backward Class category candidates remaining vacant, shall be considered for allotment to the candidates of all the Backward Class categories.

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

The seats reserved for Persons with Disability remaining vacant, shall be considered for allotment to all the Persons with Disability (P-I, P-2 and P-3 taken together) candidates.

**Stage - VII: For all candidates without Home University and Other Than Home University Seat Tag**

The seats remaining vacant after completion of Stage - VI, Stage-I, Stage-11, Stage-IV, Stage-V and Stage-VI shall be executed by removing the Home University and Other Than Home University Seat Tag.

**Stage - VIII: For all candidates (without any type of Reservation or Minority)**

The seats shall be considered for allotment to all the candidates based on inter-se merit,

**7.3 All India Candidates**

The seats shall be considered for allotment to the All India candidates. These seats are available for allotment through Centralized Admission Process to the eligible candidates on the basis of Score of

a) First Year Bachelor of Fine Art Common Entrance Test Score.

All these seats are treated as "General Category" seats and No reservation is provided in these seats for candidates of backward class categories, Ladies, Physically Handicapped, and Defence etc.

### **8.0 Centralized Admission Process Round I, II, III, IV by Allotment**

a. Centralized Admission Process Round I, II, III and IV shall be conducted by computerised allotment,

b. In Centralized Admission Process, Round I, II, and III the Stages I to Stage III stated above at 7.1 shall be executed.

c. The seats remaining vacant due to non-allotment and non-reporting will be available for allotment in subsequent round.

d. For the Centralized Admission Process Round-IV, the Stage-I to Stage-VIII stated above shall be executed.

e. The seats remaining, vacant due to non-allotment and non-reporting will be available for Admission through counselling in Institute level Round based on the inter-se merit of Bachelor of Fine Art Common Entrance Test.

### **8.1 General Notes**

a. Allotment in Centralized Admission Process Round-I, II, III, IV of Home University Seats or Other than Home University seats or State Level seats will be carried out as per *inter se merit* of candidates having Maharashtra State Candidature. Seats will be allotted to candidates as

per *inter se* merit, options filled and seats available at that point of time in the stage of Centralized Admission Process Round-I, II, III and IV

- b. All candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted *or* not allotted a seat in the previous stage.
- c. During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options filled by the candidate according to availability of seats at that point of time.
- d. All reserved category candidates (including SBC in their original category) shall be considered for allotment in all stages.
- e. Due to upward shifts, the seats falling vacant shall be considered for allotment in further interactions of the same stage as per the provisions of that stage of allotment.
- f. Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- g. During Centralized Admission Process Round I, II and III, stage I and II will be repeated after stage III for betterment to all the candidates due to allotment to Special Backward Class candidates in stage - III.
- h. The allotment list displayed on website will show the provisional allotment offered to the candidates. No personal communication or Allotment letters in this regard shall be issued to the candidates.
- i. A candidate who has been allotted a seat shall download the "Provisional Seat Allotment Letter". At the time of seat acceptance; candidate has to pay a demand draft in favor of Competent Authority.

- j. Candidates shall pay demand draft for seat acceptance fee and report at an Admission Reporting Centre for document verification before the last date or time. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.
- k. The Seat Acceptance Fee shall be Rs.3,000/- for candidates of General Category, Vimukt Jati or De-notified Tribes, Nomadic Tribes, Special Backward Class or Other Backward Class category and Rs. 1000/- for Scheduled Caste and Scheduled Tribes category candidates. This fee shall be transferred to the institute if the candidate reports to the institute after completion of Centralized Admission Process and shall be adjusted towards fees to be paid by the candidate to the institute. On Cancellation of admission before reporting to the institute, the amount shall be refunded after Deduction of Rs.1000/- towards processing charges.
- l. Failure to report in person for seat acceptance will be considered as if the candidate has rejected the offer.
- m. Seat will be cancelled if, at any time, any of the documents or certificates is or are found to be invalid or fraudulent or the candidate does not meet the eligibility norms.
- n. Option to reject (or not to accept) the allocated seat: Candidates who want to reject the allocated seat can do so as follows:
- (i) By NOT remitting the seat acceptance fee (and hence, not report at the reporting center)
  - (ii) There is no option to withdraw from seat allocation or to surrender an allocated seat other than by rejecting the seat as mentioned above. Candidates who reject allocated seat cannot participate in Centralized Admission Process Round II and / or III.

## **9.0 Admissions in Institute Level quota Seats Against Centralized Admission Process vacancies**

The Director or Principal of the un-aided institution shall carry out the admissions for these seats.

- a. Admissions shall be made in a transparent manner and strictly as per the inter se merit of the candidates who have applied to the institute.
- b. Information brochure or prospectus of the Institute which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institute's website.
- c. Institutes shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institute, by advertisement in at least two leading newspapers and on the website of the institute.
- d. Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Director or Principal of the respective college for admission.
- e. The institution shall display the merit list(s) of the candidates for Institute Level Quota Seats, Against Centralized Admission Process seats, etc on the notice board and publish the same on the website of the institute.
- f. The institutes intending to surrender the Institute Level seats (in part or full) of specified courses to the Centralized Admission Process shall communicate two days before the display of seat matrix of each Centralized Admission Process Round and the same shall be allotted as per the rules of Centralized Admission Process.
- g. All the admissions or cancellations shall be updated immediately through online system.

- h. If any Centralized Admission Process seat becomes vacant after the Centralized Admission Process Rounds then the same shall be filled in by the candidate from the same category for which it was earmarked during the Centralized Admission Process. Further if the seats remain vacant then the seats shall be filled in by following the same logic given in 7.0.

#### **10.0 Refund of Fees after cancellation of admission**

- a. The candidate shall apply online for cancellation and submit signed copy of system generated application for cancellation of admission to the institute.
- b. 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 ID issue a signed copy to the candidate.
- c. The refund of fees before cut-off date shall be made within Two days i.e. Total fee minus the processing charges of Rs. 1000/-, however if the admission is cancelled after the cut-off date of admission declared by the competent authority, there shall be no refund except the security Deposit or Caution money deposit Caution money deposit.
- d. Refund shall be as per All India Council for Technical Education notified regulation for Establishment of Mechanism for Grievance Redressal Committee and Ombudsman vide No. F-37-3/legal/2012 Dated:25/05/2012.

#### **11.0 Conduct of Common Entrance Test**

The Cell shall have such powers and shall discharge such functions and conduct the examination in accordance with the process laid down by the competent authority "under section 10 of the act and in such manner as it may specify under subsection 'C' of Section 4 of the act.

**11.1** The Regulating Authority shall by its regulations, prescribe its procedure as referred in section 9 and 13 of the Act regarding scrutiny of admission proposals grievance redressal mechanism and conduct of meetings as it deem fit.

## **12.0 Change of Institute after First or Second or Third year**

The candidates admitted under supernumerary quota seats are not eligible for Change of Course or Change of Institute at any level.

## **12.1 Change of Course after successfully completing the first year within Autonomous and within Non Autonomous institute**

The candidate seeking for a change in course/shift after successfully completing the first year of studies will be allowed to do so in the same institute subject to the availability of seats and changes will be carried out based on the marks of First Year/ First and Second Semester Together. The Principal shall be responsible for ascertaining the eligibility of the candidates as laid down by the concerned University for the course to which the candidate is being transferred. List of such changes shall be communicated to the office of the Directorate of Technical Education.

## **12.2 Transfer of Candidates (Course or Institute) after one year:**

- a. The candidate once admitted in first year shall not be eligible for transfer to any other institution during the same academic year.
- b. The candidate passing the First year or both first and second semester examinations in full or failed in one of the heads of passing are considered as eligible for transfer.

- c. There shall be No transfer of students at any stage in any case from Un-Aided Institute to Government or Government Aided Institutes. However, the candidate from Government or Government Aided institution may seek transfer to Un-Aided educational institution.
- d. There shall be no transfer of students at any stage to Autonomous (Government or Government Aided Institutes).
- e. Transfer in Government or Government aided Institutes- Eligible Candidates aspiring for a transfer from Government or Government Aided institute to other Government or Government Aided Institute, shall apply in writing to the Principal in which he or she studied first year or second semester. The Principal shall forward the consolidated branch wise merit list of eligible candidates giving details like Name, Course, percentage of Marks, Names of Courses or institute in order of preference to which candidates desires to seek transfer, reasons for transfer and Remarks, along with Institute wise vacancy position in institution, to the Director of Directorate of Art, Maharashtra State, so as to reach him as per the schedule given by the Director, Directorate of Art, M.S., Mumbai.
- f. Transfer to Unaided Institutes: The Principals of Un-Aided institutes shall consider the candidates from other institutes for transfer with prior approval from the Director, Directorate of Art, Maharashtra State, Mumbai on submission of No Objection Certificate (NOC) from institutes, Eligibility Certificate and Vacancy position. The Principal shall ascertain the eligibility of candidates as laid down by the concerned University for the course to which the candidate is being transferred.
- g. No application without recommendation of the Principal of Institute shall be entertained by the Directorate.
- h. If the result of the University is not declared before the process of transfer, candidates of that University will lose claim on transfer.



**Schedule -I**

Sr. No	Institute	No. of seats -As % of Sanctioned Intake			
		Seats which Component Authority		Institute Level Seats	
		Maharashtra State Candidate	All India Seats	Institute Level Seats	Minority Community Seats
1	Government Art Institute	100% (State Level)	Nil	Nil	Nil
2	Unaided Art Institute	80 %	Nil	20%	Nil