



# महाराष्ट्र शासन राजपत्र

## असाधारण भाग चार-ब

वर्ष २, अंक (४२)]

शनिवार, एप्रिल २, २०१६/चैत्र १३, शके १९३८

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असाधारण क्रमांक १०९

प्राधिकृत प्रकाशन

महाराष्ट्र शासनाने महाराष्ट्र अधिनियमान्वये तयार केलेले  
(भाग एक, एक-अ आणि एक-ल यांमध्ये प्रसिद्ध केलेले नियम व आदेश यांब्यतिरिक्त) नियम व आदेश.

### HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Mantralaya, Madam Cama Marg, Hutatma Rajguru Chowk, Mumbai 400 032,  
dated the 2nd April 2016

### NOTIFICATION

MAHARASHTRA UNAIDED PRIVATE PROFESSIONAL EDUCATIONAL INSTITUTIONS (REGULATION OF ADMISSIONS AND FEES) ACT, 2015.

No.CET-2015/C.R.243/Mashi-2.— In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra hereby makes the following rules to regulate the admissions to the First Year of Full Time Professional Undergraduate Law Courses (Three Years and Five Years), namely :—

**1. Short title and commencement—** (1) These rules may be called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission to the Full Time Professional Undergraduate Law Courses) Rules, 2016.

(2) They shall come into force with effect from 2nd April of 2016.

**2. Definitions.—**(1) In these rules, unless the context otherwise requires,—

(a) “Act” means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015) ;

(b) “Admission Reporting Centre” means a centre where the Candidate shall report for confirmation of admission by submission of documents and payment of fees ;

(c) “All India Seats” means seats available to an eligible Indian National Candidate;

(d) “Application Form” means prescribed form filled up online by the Candidate for admission ;

(e) “CAP Seats” means the seats filled in through the centralised process of admission carried out by the Competent Authority ;

(१)

(f) “ Courses ” means the Five Years Integrated Degree Course (LL.B) and Three Years Degree Course (LL.B.) ;

(g) “ Eligible Candidates ” means the candidates who are eligible for different professional courses as notified by the Government, from time to time, under sub-section (1) of section 3 of the Act ;

(h) “ Facilitation Centre ” means a centre where the facilities like sale of application kits, filling online forms, verification of documents and grievances, etc. are provided ;

(i) “ HSC ” means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Boards ;

(j) “ Institutional Quota ” means seats available for admission to eligible Candidates at Institution level as declared by the Government or appropriate authority, from time to time ;

(k) “ *Inter-Se-Merit* ” means the order of merit in respect of various classes/category of Candidates ;

(l) “ Minority Quota ” means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs ;

(m) “ Overseas Citizen of India (OCI) ” means a candidate/person registered as an Overseas Citizenship of India as declared by the Central Government under section 7A of the Citizenship Act, 1955 and includes Persons of Indian Origin (PIO).

*Explanation.*—For the purposes of this clause, all the existing Persons of Indian Origin (PIO) cardholders registered under Notification of the Government of India, Ministry of Home Affairs F.No. 26011/04/98- F. I, dated 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) cardholders by virtue of Notification of Government of India, Ministry of Home Affairs, No. 25024/9/2014-F.I., dated 9th January 2015 ;

(n) “ Qualifying Examination ” means examinations on the basis of which a Candidate becomes eligible for admission or its equivalent examination;

(o) “ SSC ” means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Boards ;

(p) “ Supernumerary Seats ” means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.

(2) Words and expressions used but not defined in these rules, shall have the same meanings respectively assigned to them in the Act.

**3. Invitation of Application.** – (1) The Competent Authority shall invite Online Applications from the Candidates for participating in CET for seeking admission to the Courses for which State CET is required for the academic year.

(2) The Candidates seeking admissions to the Courses for the seats provided in —

(a) rule 7(1), 7(2), 7(3) and 7(5) of these rules shall apply to the Competent Authority for admission through Centralised Admission Process (CAP) ;

(b) rule 7(4) of these rules shall first apply to the Competent Authority, who shall prepare Merit List of all such applicants, to enable the institutions to give admissions to such applicants on the basis of *Inter-Se-Merit*, as specified by the appropriate authority ;

(c) rule 7(4) of these rules shall thereafter apply to the concerned institution for admission at Institution level and the Institution shall give admission on the basis of *Inter-Se-Merit* in the Merit List prepared by the Competent Authority.

(3) The Candidate should submit alongwith the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned Competent Authority.

**4. Declaration of Medium, Pattern, Syllabus, Schedule, etc. of CET.**—(1) The Competent Authority shall, in relation to Common Entrance Test (CET), declare the following :—

- (a) Medium of CET ;
- (b) Pattern of CET ;
- (c) Mode of CET ;
- (d) Schedule of CET ;
- (e) Issue of Hall Ticket ;
- (f) Declaration of Result, etc.

(2) The Competent Authority shall declare the Syllabus relating to CET in consultation with the Director of Higher Education.

**5. Candidature Type.**—(1) Maharashtra State Candidature :—

(i) For Three Year Degree Course (LL.B.)—

(a) a graduate or post graduate candidate in any faculty of any University in Maharashtra established by an act of Parliament or by a State Legislature or an equivalent National Institution in Maharashtra recognized as a Deemed to be University or Foreign University in Maharashtra recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence ; and

(b) a candidate who is Domicile of Maharashtra or born in Maharashtra, or

(b) the Father or Mother of the Candidate is domiciled in the State of Maharashtra, or

(b) the Father or Mother of the Candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP, or

(b) the Father or Mother of the Candidate is an employee of the Government of Maharashtra or Government of Maharashtra Undertaking, or

(b) the candidates passing SSC and or HSC Examination or Equivalent Examination from a recognized institution from a disputed Maharashtra-Karnataka Border Area and whose Mother tongue is Marathi.

(ii) For Five Year Integrated Degree Course (LL.B.) :—

(a) the candidates passing SSC and HSC Examination from a recognised institution in Maharashtra State or the candidates passing equivalent examination (such as 11+1, A level in Senior Secondary School Leaving Certificate Course) from a recognized university of India or outside or from Secondary Board or equivalent, constituted or recognized by the Union or by a State Government, which is in Maharashtra; and

(b) a candidate who is Domicile of Maharashtra or born in Maharashtra, or

(b) the Father or Mother of the Candidate is domiciled in the State of Maharashtra, or

(b) the Father or Mother of the Candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP, or

(b) the Father or Mother of the Candidate is an employee of the Government of Maharashtra or Government of Maharashtra Undertaking, or

(b) the Candidates passing SSC and or HSC Examination or Equivalent Examination from a recognised institution from a disputed Maharashtra Karnataka Border Area and whose Mother tongue is Marathi.

(2) *All India Candidature.*—The Candidates having Indian Nationality are eligible under this Category.

(3) *Minority Candidature.*—The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community within the State and as notified by the Government are eligible under this Category.

(4) *NRI Candidature.*—The Candidate who fulfills the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

(5) *Foreign Student or OCI or PIO Candidature.*—The Foreign Student Candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) Candidate, as defined under clause (m) of rule 2 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category.

(6) *Jammu and Kashmir Migrant Candidature.*—

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

(b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to 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; or

(c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism; are eligible under this category.

**6. Sanctioned Intake and Supernumerary Seats.**—

(1) The Sanctioned Intake for First Year of Three Years Degree Course and Five Years Integrated Degree Course shall be as per the approval given by the authority which is competent for giving approval to said courses and affiliation given by the respective affiliating University.

(2) The supernumerary seats shall be available to the Private Professional Educational Institutions as per the policy of Government, from time to time.

**7. Allocation of Seats.**—The percentage of allocation of seats for various types of Candidates in the State Level Seats shall be in accordance with the policy of the Government as specified in

#### *Schedule-I*

(1) *Maharashtra State Candidature Seats.*—The Candidates having Maharashtra State Candidature as specified in rule 5(1) of these rules, shall be eligible for these seats.

(2) *All India Candidature Seats.*—The Candidates having Candidature as given in rule 5(2) of these rules shall be eligible for these seats.

(3) *Minority Quota Seats.*—The Candidates having Candidature mentioned in rule 5(3) of these rules shall be eligible for these seats as specified in Schedule-I. These seats shall be filled in accordance with the provisions of sub-section (2) of section 6 of the Act.

(4) *Institutional Quota Seats.*—The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions :—

(i) The Candidates having Candidature mentioned in rule 5(1), 5(2), 5(3), 5(4), 5(5) and 5(6) of these rules shall be eligible for these seats;

(ii) The maximum 5% seats may be filled in from the NRI or Foreign Student or OCI or PIO Candidates, at the Institution level.

(iii) The seats reserved for this NRI or Foreign Student or OCI or PIO quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates :

Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of *Inter-Se-Merit*.

(5) *Supernumerary Seats for Jammu and Kashmir Migrant Candidature:*—

(i) The Candidates having candidature as given in rule 5(6) of these rules shall be eligible for these seats.

(ii) The number of seats for this quota shall be as per the policy of the Government.

(iii) These seats shall be filled in by the Competent Authority.

(iv) These seats will be lapsed, if remains vacant.

**8. Preparation of Merit List.**—(1) *Assignment of merit number.*—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 CAP shall be assigned a merit number. The merit list shall be prepared on the basis of CET score.

(2) *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 CAP or its designated representatives immediately. However the effect of such change will be taken into consideration only for the subsequent round(s) of admission.

(3) *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, Bachelor or Postgraduate Degree 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 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.

(4) *Assignment of Merit Number.*—(i) The merit list for the Candidates as per rule 5(1), 5(2), 5(3) and 5(6) of these rules, shall be prepared on the basis of CET score:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,—

(a) *Three Year Degree Course (LL.B.)*—

(i) higher percentage of marks in Qualifying Examination (Degree/ Post-graduation Degree) ;

(ii) higher percentage of marks in Aggregate at HSC or Equivalent Examination.

(b) *Five Year Integrated Degree Course (LL.B.)*—

(i) higher percentage of marks in Qualifying Examination (HSC or Equivalent Examination);

(ii) higher percentage of marks in First Language at HSC or Equivalent Examination;

(iii) higher percentage of marks in SSC or Equivalent Examination;

(iv) higher percentage of marks in English at SSC or Equivalent Examination .

(ii) The merit list for the NRI or OCI or PIO and Foreign Students stated at rule 5(4) and 5(5) of these rules shall be prepared on the basis of the percentage of marks in the Qualifying Examination :

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-

(a) *Three Year Degree Course (LL.B.)* —

(i) higher percentage of marks in aggregate at HSC or Equivalent Examination;

(ii) higher percentage of marks in aggregate at SSC or Equivalent Examination.

(b) *Five Year Integrated Degree Course (LL.B.)*. —

(i) higher percentage of marks in First Language at HSC or Equivalent Examination;

(ii) higher percentage of marks in SSC or Equivalent Examination;

(iii) higher percentage of marks in English at SSC or Equivalent Examination.

**9. Centralised Admission Process (CAP).**— (1) The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The stages of CAP 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 Centralised 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 CAP Rounds I, II and III.

(f) Filling up and confirmation of Online Option Form having preferences of a Institutions before CAP Round I. Candidates may fill in choices of Institutes in decreasing order of their preference as specified by Competent Authority. The option form once confirmed shall be considered for allotment in CAP Round I, II and III.

(g) Display of Provisional Allotment of CAP Round I, II and III indicating allotted institute.

(h) Reporting and accepting the offered seat will be as per the allotment of the CAP Round I, II and III, by the Candidate at Reporting Centre.

(2) During the CAP, before accepting the allotted seat a candidate can opt to 'Freeze' or 'Float' the choice of academic program for subsequent round(s), if any, of seat allocation, as provided below,—

(a) *Freeze* : 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;

(b) *Float*: Candidates accept the offered seat and indicate that, if admission to an academic programme in any Institution of higher preference is offered, they will accept it. Else, they will continue with the currently accepted academic programme. Such Candidates will be considered in subsequent rounds of admission ;

(c) For Candidates who choose the Float option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round ;

(d) Floating options will not be available to a Candidate who is offered admission to his first choice.

(3) *Conduct of CAP Round-IV.*—(a) 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 Floating to Freezing or viceversa ;

(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 have Freeze the admission in earlier rounds but are desirous of Floating in this final round are eligible to participate in this round ;

(iii) Candidates who have opted for Floating and also applying for this round shall fill in the allotted institution in their choice list. Once the upward allotment is made the earlier allotment automatically stands cancelled ;

(iv) Floating options are not available for the seats allotted in this round.

(b) Reporting and accepting the offered seat will be as per the allotment by the Candidate at Reporting Centre.

(4) *Reporting and confirmation of admission.*—After final CAP Round, the Candidate shall report to the institution finally allotted to him and confirm his admission in institution.

**10. CAP allotment stages and process of allotment.**—Allotment of seats under CAP shall be made in the following manner,—

(1) *Maharashtra State Candidature Candidate* :— (i) 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 of seats 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 institution belongs by virtue of merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.

(c) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.

(d) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC 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 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.

**Stage - II :** *For allotment of seats reserved for Female to Male Candidates.*—If the seat remains vacant after allotment to Female Candidates of the Backward Class Category or Open Category, such seat shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

**Stage -III :** *For SBC Category Candidates.*—If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

**Stage -IV :** *For respective groups of Backward Class Category Candidates.*—If the seat remains vacant in the respective group of following Categories, such seat 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 1 (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, if the seat remains vacant in ST Category due to non-availability of its Candidates, such seat shall be considered for allotment to the Candidate belonging to the SC Category or vice versa.

**Stage-V:** *For all Backward Class Category Candidates.*—If the seat reserved for Backward Class Category Candidate remains vacant, such seat shall be considered for allotment to the Candidate of any Backward Class Category.

**Stage -VI:** *For Persons with Disability Candidates.*—If the seat reserved for Persons with Disability remains vacant, such seat shall be considered for allotment to any Persons with Disability Candidates.



**Stage -VII :** *For all Candidates (without Maharashtra State Seat and All India Seat Tag).—* If the seat remains vacant after completion of Stage -VI then for allotment of such vacant seats, Stage-I, Stage-II, Stage-IV, Stage-V and Stage-VI shall be executed by removing the Maharashtra State and All India Seat Tag.

**Stage -VIII :** *For all Candidates (without any type of Reservation).—(i)* The seats shall be considered for allotment to all the Candidates based on *Inter-Se-Merit*.

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

(2) *All India Candidature Candidate.—*

(a) The allotment to these seats shall be done through CAP on the basis of CET score;

(b) All these seats are treated as “General Category” seats and no reservation is provided in these seats for Candidates of Backward Class Category, female, Persons with Disability, and Defence, etc.

**11. Allotment of seats by CAP Round I, II, III and IV.—**

(a) All the CAP Rounds (CAP Round I, II, III and IV) shall be conducted by computerised allotment.

(b) In CAP Round I, II and III, the Stages I to III of rule 10 of these rules shall be executed.

(c) If the seat remains vacant due to non-allotment and non-reporting for admission, such seat will be considered for allotment in subsequent round.

(d) For the CAP Round-IV, the Stage-I to VIII of rule 10 of these rules shall be executed.

**12. General provisions.—**

(a) Allotment in CAP Round-I, II, III and IV of State Level Seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. The 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 CAP Round-I, II, III and IV;

(b) All Candidates eligible at 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) There shall not be any reservation in unaided private Professional Educational Institutions for allocation of seats stated in rule 7(2), 7(3), 7(4) and 7(5) of these rules.

(e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment 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 ;

(g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment ;

(h) During CAP Round I, II, stage I and II shall be repeated after stage III for betterment to all the Candidates due to allotment to SBC Candidates in stage - III ;

(i) 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;

(j) 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 favour of Competent Authority at an Admission Reporting Centre. 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 centre in-charge shall issue the Online Receipt of acceptance;

(k) The Seat Acceptance Fee shall be Rs. 3,000 for Candidates of General Category, VJ/DT, NT, SBC/OBC Category and Rs.1,000 for SC, ST Category Candidates. This fee shall be transferred to the institution after deducting Rs.1,000 towards processing fee, if the Candidate reports to the institution after completion of CAP process which shall be adjusted towards fees to be paid by the Candidate to the institution. On cancellation of admission before reporting to the institution, the amount shall be refunded after deduction of Rs.1,000 towards processing charges;

(l) Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the offer;

(m) Allotted Seat will be cancelled if, at any time, any of the documents or certificates is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms;

(n) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Reporting Centre. Candidates who reject allocated seat in CAP Round I, cannot participate in CAP Round II and / or III.

**13. Admissions in Institutional Quota and vacant seats after CAP.**—The Principal or Director of the institution shall carry out the admissions for these seats in the following manner,—

(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 Institution.

(b) Information brochure or prospectus of the Institution 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 Institution's website.

(c) Institution shall invite applications by notifying schedule of admission and the number of seats in the course to be filled by the institution, by advertisement in at least two leading newspapers and on the website of the institution.

(d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in rule 3(2)(b).

(e) The institution shall fill the seats in the NRI, PIO, OCI, Foreign Student Quota, based on the Merit list prepared and published by the Competent Authority.

(f) The institution may give admission to the applicants on the basis of their *Inter-Se-Merit* derived from Merit list declared by the Competent Authority for filling the seats in the Institutional Quota, excluding the NRI, PIO, OCI, Foreign Student Quota seats;

Provided that, where the appropriate authority specifies that such admissions shall be based on the basis of CET, in that case the Institutional quota, excluding NRI, PIO, OCI, Foreign Student Quota seats, shall be filled on the basis of *Inter-Se-Merit* prepared by following the procedure specified in rule 8 (4) (i) of these rules.

(g) The institution shall prepare and display the *Inter-Se-Merit* lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.

(h) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) to the CAP shall communicate two days before the display of seat matrix of each CAP Round and the same shall be allotted as per the rules of CAP.

(i) All the admissions and cancellations shall be updated immediately through online system.

(j) If any CAP seat remains or becomes vacant after the CAP Rounds then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remains vacant then the seats shall be filled on the basis of *Inter-Se-Merit* of the applicants.

**14. Institution Level Round.**—If the seats remains vacant after all CAP Rounds, the said seats shall be filled in by the institution through Institution Level Round with the prior approval of the Competent Authority.

**15. Approval of Merit List and the Admitted Candidates List :—**

(1) After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission-approval proposal to the Director, Higher Education and the Admission Regulating Authority in accordance with the sub-section (5) of the section 9 of the Act.

(2) The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc., as well as the required documents of the Candidates admitted at institution level.

**16. 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 institution.

(b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.

(c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

(d) 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 and Caution Money Deposit.

**17. Change of Institution after First year.—**

(1) The Candidate seeking for a change in institution after successfully completing the First or Second or Third or Fourth Year (Whichever is applicable) of studies in unaided institution will be allowed to do so in any other unaided institution subject to the availability of seats and changes will be carried out based on the marks of First Year or relevant Year. The Principal of the institute shall be responsible for ascertaining the eligibility of the Candidates

as laid down by the concerned University for the course. List of such changes shall be communicated to the office of the Admissions Regulating Authority.

(2) Transfer of Candidates after one year shall be made in the following manner—

(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 academic year examinations in full or failed in one of the heads of passing are considered as eligible for transfer of Institution.

(c) There shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided Institutions. However, the Candidate from Government or Government Aided Institution may seek transfer to Unaided Educational Institution.

(d) The Principals of Unaided institutions shall consider the Candidates from other institutions for transfer with prior approval from the Admissions Regulating Authority on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from University and Vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the concerned University.

(e) No application without recommendation of the Principal of Institution shall be entertained by the Admissions Regulating Authority.

(3) The candidates admitted under Supernumerary Quota Seats are not eligible for change of Institution.

*SCHEDULE-I*  
**(For First Year Admission)**  
(See rule 7)

**A. Allocation of seats within Sanctioned Intake**

Sr. No.	Type of Institution	No. of Seats-as % of Sanctioned Intake			Institutional Quota (including 5% Quota for NRI, OCI, PIO, Foreign Candidate if applicable)
		Maharashtra State (M.S.) Candidates	CAP Seats All India Seats	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority institutions).	65%	15%	Nil	20%
2	Unaided Minority Educational Institutions.	100% of M.S. Seats <sup>§</sup>	15% of Seats under CAP #	Minimum 51% <sup>@</sup>	20%

CAP Seats = Sanctioned Intake – Institutional Quota

# CAP seats excluding Minority Quota

\$ M.S. Seats = CAP Seats – (All India Seats + Minority Quota)

% - Percentage

\* The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidates and All India Candidature Candidates.

@These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority about the maximum percentage of minority quota to be filled in their institution.

**B. Allocation of Supernumerary Seats**

Jammu and Kashmir Migrant Candidates seats to be filled by the Competent Authority. The number of seats for this quota shall be as per the policy of the Government.

By order and in the name of the Governor of Maharashtra,

**ROHINI BHALEKAR,**  
Deputy Secretary to Government.