

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI

**INFORMATION REGARDING ADMISSION TO FIRST
YEAR OF DIPLOMA COURSE IN ENGINEERING /
TECHNOLOGY**

QUALIFYING EXAMINATION AND ELIGIBILITY

Educational Qualification : To be eligible for admission to first year of Diploma course in Engineering/Technology, the candidates should have

Passed Secondary School Certificate (SSC) examination of Maharashtra State Board of Secondary and Higher Secondary Education, or any other equivalent examination with and in

1. General Science or Physics & Chemistry,
2. Mathematics or Algebra & Geometry, and
3. English

Secured minimum 50% marks in aggregate (45% marks in aggregate in case of Backward Class candidates belonging to Maharashtra State), from a recognized school in Maharashtra State.

Note : The term 'aggregate marks' used here shall mean the grade total marks obtained by the candidate, taken together for all the subjects, whether compulsory or optional.

Eligibility Criteria to be considered for admission to seats coming under the purview of the Institute.

Sr. No.	Type of candidate	Eligibility requirement
1.	Type – A (Maharashtra State candidate)	Candidate passing Std.VIII, IX, X examination from any recognized school in Maharashtra State will be treated as Maharashtra State Candidates. For such candidates domicile certificate is not essential.
2.	Type – B (Maharashtra Domiciled candidate)	Candidate Passing Std. VIII or IX or X examination from a recognized School outside Maharashtra State and Father/Mother of the candidate is domiciled in the state of Maharashtra. Parents Domicile required.
3.	Type – C (Sons and daughters of Central Govt./Govt. of India Undertaking employee)	Candidate Passing Std. VIII or IX or X examination from a recognized School outside Maharashtra State and Father/Mother of the candidate is a Central Govt./Govt. of India undertaking employee who is posted in Maharashtra and reported for duty before the last date for submitting of application form.
4.	Type – D (Sons and daughters of Maharashtra State Govt./Maharashtra State Govt. undertaking employee reported for duty in Maharashtra State after completing of deputation period outside Maharashtra)	Candidate Passing Std. VIII or IX or X examination from a recognized School outside Maharashtra State and Father/Mother of the candidate is a Maharashtra State Govt., Maharashtra State Govt. undertaking employee who has returned from deputation from other State of Maharashtra.

Note : Claiming facility under Type B.C & D is optional and it is binding for the candidates claiming the facility to produce all the documentary proofs for the claim along with the application form.

Admission to Candidates who had taken admission to first year diploma course previous academic years.

A candidate who had taken admission to first year of diploma course during the previous academic years is eligible for the admission to first year diploma course during the academic year 2006-07 subject to the condition that the earlier admissions cancelled before the last date for submission of application form for the year 2006-07. Such candidates will not be eligible for exemption of any subjects passed during the earlier admission.

Provision of 15% seats for candidates passing SSC examination with Technical/vocational subjects.

15% seats of the sanctioned intake, course wise shall be reserved for the candidates passing Std. X examination with Technical/vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.

For deciding the merit of such candidates the marks scored by the candidate in the SSC Examination, without considering the marks scored by the candidate in the Technical/Vocational subjects, shall be considered.

Reservation for Backward Class Candidates

The percentage of seats reserved for the backward class candidates from Maharashtra State are as per the details in table below. Backward class candidates shall claim the category to which they belong at the time of application. If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.

Sr. No.	Category of reservation	Percentage of reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0
2.	Schedule Tribes (S.T.)	7.0
3.	Vimukta Jati (V.J.) and De notified Tribed (D.T.)	3.0
4.	Nomadic Tribes (N.T.1)	2.5
5.	Nomadic Tribes (N.T.2)	3.5
6.	Nomadic Tribes (N.T.3)	2.0
7.	Other Backward Classes (O.B.C.)	19.0
	Total :	50.0

Documents required for supporting the backward class reservation claim made by the Candidates are as per the details in the following table.

Sr. No.	Category of Reservation	Document required for supporting the backward class reservation claim	Authority issuing the document
1.	S.C./S.T./V.J./D.T./N.T. 1/S.B.C.	1. Caste Certificate stating that the caste is recognized under reserved category in Maharashtra State.	Executive Magistrate in Maharashtra State
2.	N.T.-2/N.T.-3/O.B.C.	1. Caste Certificate stating that the caste is recognized under reserved category in Maharashtra State. 2. Non creamy layer Certificate valid for the current year (i.e. issued not earlier than 1 st January	Executive Magistrate in Maharashtra State. Sub divisional Officer Deputy Collector Collector of the district.

Reservation for sons/daughters of Defence Service personnel

Five percent (5%) seats of the total sanctioned intake for Polytechnic, subject to a maximum of five (5) seats shall be reserved for children of defence service personnel and ex-defence service personnel including those permanently disabled or killed in action. These seats are within the sanctioned intake capacity for the course.

The seats reserved under this category are excluding the number of seats secured by the candidates belonging to defence category standing in general merit.

The seats reserved for sons/daughters defence personnel is further divided between. Service personnel and Ex-Service Personnel in the ratio of 3:2. The seats for Service personnel is further divided between Service Personnel in the state of Maharashtra and Service personnel not domiciled in the state of Maharashtra in the ratio 1:1.

a)	Thirty (30) percent seats for children of active service personnel who are domiciled in Maharashtra State (D1) (<i>Domicile certificate is must to be submitted at the time of submission of application form</i>).
b)	Thirty (30) percent seats for children of active service personnel (D2) (<i>Transfer Order, Joining Letter and Present Status Letter must to be submitted at the time of submission of application form</i>).
	<ul style="list-style-type: none"> - who are transferred to Maharashtra State but are not domiciled in Maharashtra State. - Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's

	education.
c)	Forty (40) percent seats for children of Ex-service personnel who are domiciled in Maharashtra State (D3) (<i>Domicile certificate is must to be submitted at the time of submission of application form</i>).

Physically Handicapped Candidates

As per the provision in clause 39 of Equal Opportunities, protection of Rights and Full participation Act 1995, three percent (3%) seats of total sanctioned intake capacity of Government and Non-Government Aided colleges shall be reserved for physically handicapped candidates.	
	<ul style="list-style-type: none"> ➤ One (1) percent seats shall be reserved for blind/visually impaired candidates,(P1) ➤ One (1) percent seats shall be reserved for speech and hearing impaired (deaf and dumb) candidates, (P2) ➤ One (1) percent seats shall be reserved for candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphic, Spastic (P3)

RESERVATION FOR FEMALE CANDIDATES :

As per the provisions in Govt. Resolution No. GEC 1000/123/3000 Tech. Edu.1, dated 17th April, 2000. 30% seats shall be reserved for female candidates. This reservation shall be within all categories like OPEN, SC, ST, VJ, DT, NT-1, NT-2, NT-3 and OBC.

Submission of Application form

The application must be in candidate's own handwriting and must be signed by the candidate himself/herself and the declaration must be signed by father/guardian of the candidate. A candidate shall submit one and only one application form for admission.

Documents required for various types of candidates

Attested copies of Certificates

1. S.S.C. Mark List
2. School Leaving Certificate
3. Intermediate Drawing Certificate
4. Cast Certificate
5. Non Creamy Layer
6. Physically Handicapped Certificate
7. Defence personnel Certificate
8. Primary/Secondary/Teaching/Non-Teaching Certificate

Attestation

The candidates shall attach attested copies of all the required certificates as mentioned in these rules and enumerate the same in the given format. The candidates shall not

attach a copy of any other certificate which is not asked for under these rules such as certificates for participation in sports, cultural activities etc.

The copies of certificates or documents attached to the application form should be attested by the Head, of the School 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 a Government College/Polytechnic not below the rank of a Lecturer. Original certificates should not be attached with the application.

ASSIGNMENT OF MERIT NUMBER

Merit Number

Each candidate who has submitted application form on or before the last date prescribed for the submission of application form will be assigned a merit number. Assignment of a Merit number not indicate or ensure admission to any seat.

- Aggregate of marks obtained at SSC (Std.X) or equivalent qualifying examination shall be the basis for the purpose of determining the inter se merit.
- No rounding off of the marks secured by the candidate will be done in individual subject or grand total while converting marks of the individual subject out of 100.

Relative merit in case of tie

In case of tie, i.e. candidates having equal marks in qualifying examination i.e. Std. X examination the inter-se merit of candidates shall be reassessed as laid down below :

- A candidate passing H.S.C. (Std.XII) Science stream examination at (10+2) level with have first priority.
- A candidate passing the H.S.C. (Std. XII) examination with M.C.V.C. will have second priority.
- A candidate passing intermediate grade drawing examination will have third priority.
- A candidate who has secured higher marks in the subject of Mathematics at S.S.C. examination will have fourth priority.
- A candidate who has secured higher marks in the subject of Science at the S.S.C. Examination will have fifth priority.

Change of Marks due to verification

- If the marks in the qualifying examination gets modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, same shall be reported to the concerned admission center.
- The effect of the change will be taken into consideration only for the rounds of admission which are due for commencement after the date of reporting by the candidate.

ADMISSION – CANDIDATE WILL BE ADMITTED ONLY ON PRODUCING THE ORIGINAL CERTIFICATES.

Admission Round – 1A

All candidates as per the inter se merit

General notes

- For the candidates with Technical subjects in qualifying examination (Technical Candidates) the seat availability shall be checked in the following order.
 1. Seats for technical candidates in Open Category.
 2. Seats for technical candidates in respective reserved category.
 3. Seats for general candidates (seats open for both technical and other candidates) in Open category.
 4. Seats for general candidates (seats open for both technical and other candidates) in the respective reserved category.
- The candidate may select any seat from the seats available in his/her merit number.
- Reserved category candidates shall be admitted in open category by virtue of their merit, or, in their original category of reservation, if open category seats are not available as per their merit. or the female candidates, the seat availability shall be checked in the following order :
 1. The seats reserved for females in open category.
 2. The general seats (seats which are open for both male and female candidates) in open category.
 3. The seats reserved for females in respective caste category.
 4. The general seats (seats which are open for both male and female candidates) in their respective caste category, and the first available seat in that order shall be allotted to them.

Round 1-B : (General dereservation Round)

Eligible candidates	All backward class candidates as per general merit list.
Seats Available	Upon completion of Round 1-A, if any of the backward class categories mentioned above, does not get the required number of female candidates for the percentages laid down, the seats so remaining vacant shall be filled in from amongst all the candidates (male/female) belonging to respective reserved category.

General notes

- The backward class category candidates already admitted in Round 1-A, but desirous of seeking a change to a seat that was not available to them at that point of time shall attend this round for a change. Those backward class

category candidates who are not admitted in Round 1-A may attend this round for a fresh admission.

- Seats remaining vacant from Technical Female reserved category will be offered to respective reserved category Technical Male/Female candidates.
- Seats remaining vacant from Non-technical Female reserved category will be offered to respective reserved category Technical male/female candidates.

Round 1-C : (Technical dereservation Round)

Eligible candidates	All backward class candidates as per general merit list.
Seats Available	On completion of Round 1-B, if any of the backward class categories mentioned above, does not get the required number of candidates for the percentage laid down for the seats reserved for Technical candidates, the seats so remaining vacant shall be filled in from amongst all the candidates (Technical/Non-Technical) belonging to respective reserved category.

General Notes

- The backward class category candidates already admitted in Round- 1-A and 1-B but desirous of seeking a change to a seat that was not available to them at the point of time shall attend this round for a change. Those backward class category candidates who are not admitted in earlier rounds may attend this round for a fresh admission.
- Seats remaining vacant from Technical reserved category will be offered to respective reserved category Technical/Non-technical candidates.

Round 1-D : (SBC Round)

Eligible candidates	All candidates belonging to Special Backward class category as per general merit list.
Seats Available	On completion of Round 1-C, if any of the backward class categories does not get the required number of candidates for the percentages laid down, the seats so remaining vacant shall be filled in from amongst all the candidates (male and female) of Special Backward Class (SBC) category, as per their inter se merit, limited to extent of two percent seats of sanctioned intake capacity, if available.

General notes :

- The seats to be offered to SBC candidates shall be made available from any of the categories. Of reservation wherever vacancies exist after Round 1-C. Such seats for SBC category shall be filled, if available.
- Any seat (to which a candidate may have been admitted in earlier rounds) to change in admission i.e. admission to a different seat in the current round,

available to the next candidate in merit subject to the conditions mentioned under available.

- The SBC category candidates already admitted in the earlier rounds in their original category but desirous of seeking a change to a seat that was not available to them at that point of time shall attend this round for a change. Those SBC category candidates who are not admitted in Round 1-A, Round 1-B and Round 1-C may attend this round for a fresh admission.

Round 1-E (Backward Class Category group Round)

Eligible candidates	All backward class candidates as per general merit list as per their group inter se merit.
Seats Available	On completion of Round 1-D, the seats remaining vacant in the respective group of backward class categories as mentioned below, shall be offered to candidates from the respective group with reference to their inter se merit, each of the group.

- Group 1 i) Scheduled Castes and Scheduled Castes converts to Buddhism (SC)
 ii) Scheduled Tribes including those living outside the specified areas (ST)
- Group 2 i) Vimukta Jati (VJ)
 ii) Nomadic Tribes (NT1)
- Group 3 i) Nomadic Tribes 2 (NT2)
 ii) Nomadic Tribes 3 (NT3)
 iii) Other Backward Class (OBC)

General Notes

- For example, the seats remaining vacant in SC or ST categories after Round 1-D, shall be offered to all the SC and ST candidates as per their group inter se merit.
- The reserved category candidates already admitted in round 1-A/Round 1-B/Round 1-C/Round 1-D but desirous of seeking change to a seat that was not available to them at that point of time shall attend this round for a change.
- The reserved category candidates who are not admitted in Round 1-A/Round 1-B/Round 1-C/Round 1-D may attend this Round for a fresh admission.
- Seats falling vacant due to changes in admissions shall be made available to the next candidate in merit from the respective group.

Round 1-F (For all reserved category Round)

Eligible candidates	All backward class candidates as per district level general merit list as per the inter se merit of all reserved category candidates.
Seats Available	The seats remaining vacant in reserved categories after completion of Round 1-E, shall be made available to the candidates of all the reserved categories together, on the basis of inter se merit of all reserved category candidates.

General Notes

- The reserved category candidates already admitted in Round 1 – A/1-B/1-C/1-D/1-E but desirous of seeking change to a seat that was not available to them at that point of time, shall attend this round for a change.
- The reserved category candidates who are not admitted in Rounds 1-A/1-B/1-A-C/1-D/1-E but may attend this round for a fresh admission. Seats falling vacant due to changes in admissions shall be made available to the next reserved category candidate in merit.

Round 1-G (All PH and all Defence vacancy Round)

Eligible candidates	All candidates who are claiming reservation for physically handicapped or for wards of defence service personnel as per general merit list as per their inter se merit.
Seats Available	After completion of Round 1-F, the seats remaining vacant in any of the sub category of defence (namely D-1, D-2 and D-3) an physically handicapped (namely P-1, P-2 and P-3) shall be filed with reference to the inter se merit of all defence category candidates and physically handicapped candidates respectively in the district.

General notes :

- All the defence category candidates and physically handicapped candidates in the district already admitted Round 1-A/1-B/1-C/1-D/1-E/1-G, but desirous of seeking change to a seat that was not available to them at that point of time, shall attend this round for a change.
- Those defence category candidates and physically handicapped candidates in the district who are not admitted in Rounds 1-A/1-B/1-C/1-D/1-E/1- G earlier, may attend this round for a fresh admission.
- Seats falling vacant due to changes in admission shall be made available to the next candidate in merit in the respective category (i.e. defence or Physically Handicapped).

Round 1-H (General merit Round vacancies)

Eligible candidates	All the candidates (Open/reserved/male/female) of all categories as per District level, general merit list as per their General inter se merit.
Seats Available	After completion of Round 1-F, the seats remaining vacant, if any, shall be filled with reference to inter se merit of all the candidates (open/reserved/male/female) in the district.

General notes :

- All the candidates already admitted Round 1-A/1-B/1-C/1-D/1-E/1-F/1-G but desirous of seeking change to a seat that was not available to them at that point of time, shall attend this round for a change.
- Those candidates who are not admitted in Rounds 1-A/1-B/1-C/1-D/1-E/1-F/1-G earlier, may attend this round for a fresh admission.
- Seats falling vacant due to changes in admissions shall be made available to the next candidate in merit.

Fees concession, cancellation and refund

1. The annual tuition fees as prescribed by the Government vide GR. No. TEM/3396/7656 TE.1 dt. 15th May, 2000 is as indicated below :

Open Categories

a) Tuition Fees	6000.00	Per annum
b) i) Development fees	1000.00	- do -
ii) Gymkhana fee	200.00	- do -
iii) Library Fee	100.00	- do -
iv) Laboratory/library caution money deposit refundable after completion of the course	200.00	- do -
v) Internet & E-mail facilities fees	150.00	- do -
vi) Annual social gathering of the cultural activities.	100.00	- do -
Total :	<u>7750.00</u>	Per annum

(Rupees Seven thousand seven hundred fifty only)

Cash / Demand Daft favour of Director, VJTI payable at Mumbai.

2. Reserved Category (SC/ST/VJ/NT-1/NT-2/NT-3/OBC/SBC)

a) Tuition Fees	Nil
b) (i, ii, iii, iv, v, vi)	200.00

(Rupees Two hundred only)

Concession in tuition fees for Economically backward class (EBC)

The concession in tuition fees at the time of admission will be given to candidates producing a certificate from the Executive Magistrate Certifying he/she belongs to EBC category.

3. Sons & daughters of Teaching/Non-teaching staff of primary/secondary/higher secondary school.

The concession in tuition fees at the time of admission of he/she produce

- i) A declaration in a format as prescribed by the Government.
- ii) A certificate from head of the institute in support of statement duly endorsed by the Education Officer of the area.

Cancellation of admission

A candidate can cancel the admission by applying to the Admitting Authority. Original certificates will be returned only after satisfying the condition of refund of fees.

Refund of fees :

- 1) 10% (Ten percent) of the fees paid by the candidate will be deducted if admission is cancelled within 7 days from the date of admission.
- 2) 50% (Fifty percent) of the fees paid by the candidate will be deducted if admission is cancelled from the 8th day to 20 days from the date of admission.
- 3) No refund of fees if admission is cancelled from the 21st day from the date of admission.

Note In case of candidates belonging to reserved category SC/ST/VJ/DT/NT-1/NT-2/NT-3) the amount specified as above at Sr. No. 1, 2, 3 is to be levied as cancellation charges on cancellation of admission before handing over the original certificates.