GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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No. TED-1224/C.R. No. 06/CAP/MBA WP Notice 2/2024/1307   Date: - 01/08/2024

Admission to the Professional Education Post Graduate Courses For working Professionals - MBA/MMS FOR ACADEMIC YEAR 2024-25

This notice is being issued for Online Registration, Scanning & uploading of documents, Documents E-Verification and Online Application Form Confirmation, Filling & Confirmation of Option Form, Self-confirmation before seat acceptance, paying seat acceptance fees in online mode for confirmation of admission, reporting to Institutes by candidates aspiring for admissions to the Professional Education Post Graduate Courses For working Professionals - (MBA/MMS) in the Government, Government Aided, University Managed Institutes, University Managed Departments and Unaided private professional educational institutions (Including Minority) for the Academic Year 2024-25 in the Maharashtra State.

For the purpose of document verification, the concept of E-Scrutiny of the documents and Physical Scrutiny of the documents is introduced by the Competent Authority. The candidate shall choose any one mode for document verification during online form filling.

Process of application: The Candidate shall register online, fill & submit online application form and upload the required documents from anywhere through the computer connected to internet and he/she need not have to visit personally for verification and confirmation of the application form in case of **E-Scrutiny** mode selected, his/her application & documents shall be verified and confirmed by the designated E-Scrutiny Center through online mode or if candidate selected **Physical Scrutiny,** he/she need to visit nearest **Physical Scrutiny Centre**.

Eligibility Criteria for Admission to the Courses for Working Professionals
(Note: - Refer Page no 42 of Information Brochure for qualification and eligibility of candidate eligible for MBA/MMS Courses)
(A) In addition to qualification and eligibility for candidates eligible for respective Professional Education Post Graduate Courses Candidate shall have following additional requirements for admission to courses for working professionals, namely: -
(i) The candidate shall be working professional in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's) located within fifty kilo meter radial distance from the Institute.
(ii) The candidate shall have Minimum of one Year Full time or Regular working Experience in Registered Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's).
(B) The Course Duration shall be as decided by the affiliating university or Autonomous

Institute or University.

(C) The timings for conduct of classes normally shall be in the evening hours/any flexible convenient timings in alignment with timings of Industry or Organization (Central or State) or Private or Public Limited Company or Micro Small and Medium Enterprises (MSME's)..

(D) The mode of Conduct of Classes shall be as applicable for Regular Programs as defined in the AICTE Public Notice Vide. No. AICTE/AB/Academic/2020-21, dated 13th August, 2020(In Regular Face to Face Mode).

(E) Minimum admission required to run the course shall be 1/3 of the approved intake in each course.

(F) One seat in every Institute shall be Reserved for Candidates working in the Central Government Organizations or Industries or Companies or Autonomous Organizations purely on MERIT Basis. In absence of any such Candidate, the vacant seat shall be transferred to General Category.

   (i) Working Professionals provisionally admitted in a course of the institute where total admissions in a course are less than 1/3 rd of approved intake of the course after pre cut-off date for admissions shall be transferred strictly on merit basis in the nearby institute within 50 kilo meter radial distance from the working industry or organization in the same course or different course in case vacancy exists in nearby institutes on the request of the candidate.

   (ii) Provisional Admission of the candidate shall be cancelled automatically if the candidate is not able to secure the admission on merit against vacancy in other institutes.

   (iii) This process of transfer shall be carried out between Pre cut-off date and cut-off date for admissions to working professionals.

   (iv) Institute having admissions below 1/3 rd admissions after Pre cut-off date has to refund full fees to the candidate in case of cancellation/transfer of admission immediately within two days of cancellation or transfer of admission

G] Any other eligibility criteria or requirements declared from time to time by the appropriate authority and AICTE as defined under the Act.

Online Registration for Admission :

1.1 The candidates should apply online on **www.mahacet.org** as per schedule.

1.2 Candidates are required to pay fee as given below only by **Credit Card/ Debit Card/ Net Banking/UPI etc**. through On-line mode. Fees paid is non-refundable. (No other mode of payment shall be permitted.)

General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS) candidates & children of Indian workers in Gulf countries (CIWGC).	₹ 1200/-
1. Reserved Category Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC, *SEBC, EWS] & Persons with Disability Candidates belonging to Maharashtra State only. 2. Orphan and Transgender (Other) Candidates.	₹ 1000/-
NRI/OCI/PIO/FN Candidates	₹ 10,000/-

* In case of SEBC Candidates reservation policy will be subject to the decision of Hon′ble High Court in related Writ Petitions.

The activities and scheduled dates for Maharashtra State/All India/NRI/OCI /PIO/CIWGC/*FN* candidates are as follows.

Sr. No	Activity	Schedule	
		First Date	**Last Date**
1.	**Online registration of application and uploading of required documents by the Candidate for admission on website (For Maharashtra State/All India/ NRI/OCI/PIO /CIWGC /FN candidates).** *Note:- Candidates opting for Maharashtra plus AI Candidature as well as NRI/PIO/OCI/CIWGC , shall apply separately for each type.*	27-07-2024	07*-08-2024 up to 05.00 PM
2.	**Documents verification and confirmation of Application Form for Admission by online mode.** *a)* By Maharashtra State/All India Candidates shall fill online application form and upload the required documents from any computer connected to internet from anywhere. **Process for E-Scrutiny Mode selected candidates:** 1. Such candidate shall fill online application form and scan original document and upload the required documents from any computer/smartphone connected to internet from anywhere. 2. Such candidate need not have to visit to E- Scrutiny Center for verification and confirmation of the application form. His/her application & documents shall be verified and confirmed by the **E Scrutiny Centre** through e-Scrutiny Mode. 3. During e-Scrutiny of Application Form of such candidate: • If no error is found: the status of verification & confirmation of the application form shall be	28-07-2024	08*-08-2024 up to 05.00 PM

available in candidates Login along with receipt cum Acknowledgement.

- If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login.
- Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login.

Process for Physical Scrutiny Mode selected Candidates

- Such candidate shall visit the **Physical Scrutiny Centre** online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form.

- After verification & Confirmation of application form, **Physical Scrutiny Centre** shall issue the receipt cum Acknowledgement.

a) *NRI/PIO/OCI/ CIWGC/FN and Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant* candidates should send the print of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to **"Vice Chancellor, COEP Technological University, wellesley road, Shivajinagar, Pune-411005."**

*Facility of Online Registration & Documents verification, confirmation of Application Form for Admission to Seats other than CAP Seats shall be continued till Cut Off date for all type of admissions for the Academic Year 2024-25, at online E- Verification by Scrutiny Centre or Physical Verification at Physical Scrutiny Centre.

- Applications registered after 07th Aug 2024 shall be considered only for Non CAP Seats.

	• Applications confirmed by E-Scrutiny Centre/ Physical Scrutiny Centre after 08th Aug 2024 shall be considered only for Non CAP Seats.		
3.	Display of the provisional merit list for Maharashtra State/All India candidates on website.	10-08-2024	
4.	**Submission of grievances if any, for all type of Candidates:** • Candidate shall raise the Grievance about correction required in the data displayed in provisional merit list through his/her Login. • The application of such candidates shall be reverted back to the candidate in his/her Login for rectification. • Candidate shall upload the requisite documents to substantiate the claim for any correction/concession. • The status of acceptance/rejection of Grievance raised by candidate shall be available in candidates Login along with latest receipt cum Acknowledgement. • Those Candidate who selected physical scrutiny mode shall visit SC for resolving the grievances.	11-08-2024	12-08-2024 Up to 5.00PM
5.	**Display of the Final Merit lists** of Maharashtra State/All India candidates on website.	13-08-2024	

Important Instructions for candidate:

1. If candidates fail to confirm online filled application by E-Scrutiny center or Physical Scrutiny Center then such applications will be rejected and name of such candidates will not appear in the merit list(s) prepared for the purpose of Admission for both CAP as well as Non CAP process.

2. The candidates belonging to SC, VJ/DT (NT (A), NT (B), NT(C), NT (D), OBC, SBC categories shall produce "Caste Validity Certificate" and ST category shall submit "Tribe Validity Certificate". All Backward Class candidates excluding SC & ST shall produce Non Creamy Layer certificate valid up to 31st March 2025. If such candidates fail to produce the original certificate or receipt of Caste/Tribe validity certificate, Non Creamy Layer certificate and EWS certificate issued by competent authority at the time of verification by Scrutiny Center, then such candidates will be treated as GENERAL category candidates for CAP admissions

3. EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राआधो-4019/P.N.31/16-अ, dated 31/05/2021 only)

4. Candidates who have registered as a reserved category candidate but unable to produce required certificate for reservation claim during documents verification stage shall have to pay difference of fee of Rs. 200/- through online mode only.

5. Seat will be confirmed by the allotted instituted after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The admission in-charge of institute shall issue the Online Receipt of admission confirmation to the candidate.

6. The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy

Layer Certificate, EWS Certificate during registration, e-verification or physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before third round last date of reporting otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category

7. In case of SEBC Candidates, duration for submitting Caste Validity certificate will be as per the Maharashtra State Government Resolution No - संकिर्ण-2024/प्र.क्र.75/ आरक्षण-5 dated 22 July 2024

8. Further Schedule regarding option form filling and CAP allotment will be declared shortly.

General Notes:

1. Candidate can avail the IT facilities which is available at Physical Scrutiny free of cost for submission, scanning uploading documents, confirmation of Application form.

2. Eligibility, Rules & regulations for admission are made available on the website.

3. The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website www.mahacet.org

4. For queries/enquiry: Help Line No. 918068636170 / 18002129422 between 10.00 AM. to 06.00 PM.

5. All Types of Document Verification Activity remains open all days including Saturday & Sunday between 10.00 AM. to 05.30 PM.

Sd/-
Commissioner and Competent Authority
State Common Entrance Test Cell,
Maharashtra State, Mumbai