



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

**DIRECTION NO. 12 OF 2018**

**ADMISSION TO FULL TIME POSTGRADUATE COURSES IN UNIVERSITY DEPARTMENTS AND AFFILIATED COLLEGES, DIRECTION, 2018**

**Whereas**, the Government of Maharashtra vide its G.R. No. T.E.M.-2015/Pra. Kra. 325/Tashi-4, dt 20<sup>th</sup> July 2016 has directed the Universities in the State of Maharashtra to introduce the system of on-line Centralised Admission Process (CAP) for the under-graduate and post-graduate courses in the University and its affiliated colleges;

AND

**Whereas**, to implement the decision of the government to introduce CAP in the University the Vice-Chancellor had constituted a committee under the Chairmanship of the Pro-Vice-Chancellor ( Dr. Yeole Committee) to study and suggest the draft Regulations for regulating admissions to the post graduate courses in the post graduate teaching departments/ conducted colleges/Institutions of the University and affiliated colleges of the University, vide letter NO. 9748/C/1352, dt 30/01/2018;

AND

**Whereas**, Dr. Yeole Committee has submitted its report which has been approved by the Vice-Chancellor on dt. 14/05/2018;

AND

**Whereas**, section 75(1)(c) of the Maharashtra Public Universities Act, 2016 (hereinafter "the Act") provides for framing of the Regulations laying down conditions for admission of students for various courses of the University;

AND

**Whereas**, as per provisions of section 75 (2) of the Act, 2016 these Regulations are required to be made by the Academic Council of the University but there is no meeting of the Academic Council in near future and the process of admission of students in the University and its affiliated college is going to start very soon;

Now, therefore, I, Dr. Siddharthavinayak P. Kane, in exercise of my powers under section 12(8) of the Act, being satisfied about the urgency for issuing the regulations do hereby issue the following Directions.

1. Notwithstanding anything to the contrary in any other Directions of the University, the admission to post graduate degree courses in all the four faculties, except those courses for which admission is regulated by the centralised admission process of the State Government of Maharashtra, in all the post graduate teaching departments of the University, the conducted colleges and institutions of the University and also the affiliated colleges of the University shall be regulated by this Direction.
2. **Definitions:-** In this Direction unless the context requires otherwise, the words and phrases shall have the meaning given hereunder.
  - (a) "Act" means the Maharashtra Public University Act 2016.
  - (b) "Allotted institution" means University Departments / Conducted colleges and Institutions of the University/ affiliated colleges to which an applicant student has been allotted by the Competent Authority appointed under this Direction
  - (c) "Application Form" means prescribed form filled up online by the Candidate for admission
  - (d) "CAP Seat" means a seat for the post graduate courses in University Departments / Conducted colleges and Institutions of the University/ affiliated colleges which are filled in through the centralized admission process carried out by the Competent Authority under this Direction
  - (e) "Competent Authority" means the Authority appointed by the Vice-Chancellor, for the purposes of this Direction
  - (f) "Courses" means the full time Postgraduate courses in the University
  - (g) "Department" means Post Graduate Teaching Department of the University
  - (h) "College" means college affiliated to the University
  - (i) "Facilitation Centre" means the centre established by the University where the student aspiring for admission to any post graduate course is provided with the assistance and guidance to the students and other activities related to centralised admission process are carried on

- (j) "Foreign Student" means a person who is citizen of a country other than India
- (k) "Home University (HU)" means the Rashtrasant Tukadoji Maharaj Nagpur University
- (l) "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 recognized Board
- (m) "Inter-Se-Merit" means the order of merit declared by the Competent Authority in respect of various classes/category of candidates
- (n) "Minority Quota" means seats earmarked for the minority community students, from within the State, who belongs to the minority community to which the affiliated college belongs
- (o) "Non-Resident Indian (NRI)" means a person as defined in Indian Income Tax Act, 1961, and Foreign Exchange Management Act, 1999 and includes his child or ward
- (p) "Other than Home University (OHU)" means the University other than Rashtrasant Tukadoji Maharaj Nagpur University
- (q) "Person of Indian Origin (PIO)" means a person who is a citizen of a country other than India but who was at any time the citizen of India or whose parents or either of whom or any grandparent was a citizen of India by virtue of the provisions of Part II of the Constitution of India or under the Citizenship Act, 1955.
- (r) "Qualifying Examination" means an examination on the basis of which a candidate becomes eligible for admission for the post graduate course or its equivalent examination
- (s) "SSC" means the Secondary School Certificate (Standard X) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board
- (t) "Supernumerary Seats" means seats which are over and above the sanctioned intake capacity of the department, college, conducted college or institution which is approved by the University/appropriate authority/ the Government, from time to time
3. In order to conduct the on line centralised admission process for admitting students to various post graduate programmes in the post graduate teaching departments,



conducted institutions and affiliated colleges and institutions of the University ( hereinafter, unless the context requires otherwise, collectively referred to as places of learning) the Vice Chancellor shall appoint, by order, Pro Vice-Chancellor as the "Competent Authority".

4. The competent authority shall constitute a committee consisting of not more than five members, including the competent authority, who shall not be below the rank of Associate Professor. As far as possible the committee shall represent all the four faculties of the University. The competent authority shall be the chairman of the committee.
5. The university shall provide the necessary dedicated infrastructure like room, staff, furniture, internet, computer, printer, scanner, Xeroxing facility and stationary to the competent authority for discharging its function in a smooth and efficient manner.
6. The University shall provide the competent authority the necessary financial assistance for meeting the expenditure which is incidental to the process of centralised admissions under this Direction.
7. The competent authority shall appoint adequate number of facilitation centres in each district within the jurisdiction of the University taking into account the number of places of learning. The facilitation centres shall be in the University and also in the affiliated colleges where necessary infrastructure facilities are available.
8. University shall provide the necessary assistance to the facilitation centres.
9. At the beginning of every academic session the competent authority shall publish on its website as well as through the information brochure the list of the places of learning, where admissions to the said courses are offered along with the intake capacity, reservation of seats for various categories of the students, the fee structure and also the supernumerary seats. The competent authority shall also publish the schedule of various activities relating to the centralised admissions on its web site, and also the information brochure.
10. Unless specified otherwise every publication by the competent authority shall be on its website and on the notice board of its office.



11. A student aspiring to take admission in the post graduate courses through the centralised admission process hereunder shall first generate his/her login ID, by providing the necessary details, on the website of the competent authority and by paying the prescribed fee on line. After obtaining the login ID the candidate shall apply, on line, in the prescribed form. The student shall take out the print out of the filled and signed application form and then report to any of the facilitation centre notified by the competent authority. At facilitation centre the candidate shall submit the print out of the application form along with attested copies of all the necessary documents like mark sheets of SSC, HSC and qualifying degree examination, college leaving certificate from the last attended college/institution, caste certificate and cast validity certificate, non-creamy layer certificate (if applicable), and other certificates in support of his/her claim for consideration against special category/quota.
12. The in-charge of the facilitation centre shall verify the information supplied by the candidate in his/her application form from the original documents and confirm the application form by issuing the acknowledgement of receipt of the application form. Once the application form has been confirmed by the in charge of the facilitation centre the applicant candidate shall not be allowed to make any change in his/her application form.
13. The competent authority shall prepare the merit list of the candidate, course wise by following the procedure as below:-
  - 13.1 All the eligible candidates who have submitted online application form on or before the specified last date shall be assigned a merit number. The merit list shall be prepared on the basis of the score/marks obtained by the candidate at the qualifying examination and the specific eligibility as per the relevant Direction/Ordinance, governing the course.
  - 13.2 Where the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned competent authority or University, the same shall be reported to the Competent Authority, conducting the CAP, hereunder, or his designated representative, immediately. However, the effect of such change will be taken into consideration only for the subsequent round (s) of admission if the change is reported after publication of the final merit list for starting the first CAP round.
  - 13.3 For calculating marks at qualifying examination, for deciding eligibility and merit, following procedure shall be adopted:



- i. Where letter grades are assigned at SSC, HSC, Diploma, degree examination 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.
- ii Where a candidate has reappeared for the qualifying examination with all subjects then the marks obtained in the last examination shall only be considered.

13.4 The comparative merit of the applicant student shall be determined on the basis of the marks secured by him/her in the qualifying examination. Incentive marks secured by the candidate shall also be taken in to consideration in determining the merit. Where two or more number of students have secured equal number of marks the candidate with higher percentage of marks in the HSSC examination shall be given the preference. Where two or more students have equal marks even in the HSC examination then the candidate with higher percentage of marks in the SSC examination shall be given the preference and where even in the SSC examination the candidates have secure equal marks then date of birth shall be the deciding factor. The elder candidate will be preferred over the younger one. Finally, if, even the dates of birth of the candidates are identical then the competent authority shall draw the lot and decide who shall get preference over whom.

14. There shall be supernumerary seats for the below mentioned candidates as per the directions received from the central and state governments and other competent authorities from time to time:-

- i. NRI Candidates
- ii. Foreign Candidates
- iii. Person of Indian Origin
- iv. Jammu & Kashmir (J & K) candidates

### 15. Allocation of Seats

The percentage of allocation of seats for various types of candidates i.e. for the Home University and University other than Home University shall be in accordance with the policy of the University for admission in various entry level Post Graduate Courses.

15.1 There shall be reservation of seats in each place of learning for the candidates belonging to the Home University, subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time. This reservation shall be as per the following chart:-

Sr.No.	Category of Reservation	Percentage of seats Reserved
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0 %
02	Schedule Tribes (ST)	7.0%
03	VimuktaJati (A) (14 TatsamJati)	3.0%

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04	Nomadic Tribes (NT-B) (Prior to January 1990, 28 VaTatsamJamati)	2.5%
05	Nomadic Tribes (NT-C) (DhangarVaTatsamJamati)	3.5%
06	Nomadic Tribes (NT-D) VanjariVaTatsamJamati)	2.0%
07	Other Backward Classes (OBC)	19.0%
	<b>Total</b>	<b>50.0%</b>

Note:-

- i. The above reservation is exclusive of the number of students belonging to the above categories who secure admission on merit.
- ii. If any, of the Backward class categories mentioned above, do not get the required number of candidates for the percentage(s) laid down, the seats so remaining vacant shall be filled in from among the candidates from the other reserved categories on inter-se-merit as per University Circular No. SCT/M/S/224, dated 28th June 2002.
- iii. The valid Non-Creamy Layer Certificate issued by the competent authorities is essential for all categories of reservation except SC and ST candidates as per Govt. Circular No. dated 15th June, 2006.
- iv. Candidate claiming to, belong to the Backward Classes of the State must attach a certificate from the Chief Metropolitan Magistrate and the District Magistrate or the Executive Magistrate authorized by them in other areas; or Special Welfare Officer of ZillaParishad or Special Welfare Officer of Bombay. If no certificate is produced it would be classified as Non-Backward.
- v. The admission of students from Reserved Category to the Post Graduate Courses will be made on merit basis, based on the marks obtained by them in qualifying examination, relaxed by 5% in the minimum percentage of marks.
- vi. Students should submit Govt. Of India Scholarship forms at the time of admission.

**15.2. In addition to the above reservation there shall be further reservation of seats as mentioned below:-**

- i. 3% seats will be reserved at each place of learning for the person with disabilities (P.W.D.) students as per the **Right of Persons with Disabilities Acts 2016, Act No. 49 of 2016**. The candidates claiming reservation under this category shall submit the certificates strictly as per the prescribed Proforma.
- ii. 5% seats will be reserved for Ex-Serviceman/Military personnel or their wards as per **Govt. Resolution no. TCM 1204(167/85) MC, dated 13/06/1985** and University **Letter No. GA/D/G/745 dated 07/02/1986**.

**15.3 Weightage:-**

- i. Weightage for admission in the P.G. Departments & Affiliated Colleges for the admission of **Sportsperson / Woman** will be calculated as per the norms vide **University letter No. Acad./6/334, dated 13th August, 1986**.

- ii. ***Freedom fighter Quota:*** Five marks are added to the aggregate total marks of an applicant who is a direct dependent of the Freedom Fighter for the purposes of admission to the Post Graduate Teaching Departments of the University and Affiliated Colleges. (As per decision of the Executive Council, dated 18th September, 1976).
16. The competent authority shall publish the provisional merit list of the eligible candidates on its website, notice board of the office of the competent authority and also at the facilitation centres. The candidate must prefer objection in writing to the merit list, if he/she has any, within the specified time. The objection shall be lodged at the facilitation centre where the candidate had submitted his/her application form. The competent authority shall dispose of the objections within the specified time and thereafter the final merit list shall be prepared and displayed on the website and notice board of the competent authority and also at the facilitation centres.
17. After the publication of the final merit list the candidate shall fill the on line option form, specifying the choice of his course and the place of learning, for CAP Round – I. The candidate can give maximum 30 (thirty) choices of the courses. The candidate may fill the option form, on line, either through their log in or at the facilitation centre. Once the options are confirmed no change in the option shall be entertained.
18. The competent authority shall publish the provisional allotment of the CAP Round-I indicating the allotment of the place of learning to the student.
19. The candidate shall download the letter of allotment in the CAP Round-I and report to the allotted place of learning along with all the original documents for taking admission in the allotted course. The candidate shall take admission at the allotted place by paying the fee prescribed for the course.
20. If the candidate does not report to the allotted place of learning within the time specified he/she shall loose the right to participate in the CAP Round-II. However, if the candidate is not satisfied with the allotment of the course or the place of learning then he/she may by taking provisional admission for the allotted course and at the allotted place of learning participate in CAP Round-II. In order to

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participate in CAP Round-II the candidate will have to apply, on line, again by filling the option form afresh after the vacancies are notified by the competent authority. If the candidate decides to take provisional admission he/she shall pay the prescribed fee which shall be refunded to the candidate in the event he/she decides to cancel the admission due to allotment of other college/institution in CAP Round-II.

21. The competent authority shall publish the available category wise seats (seat matrix) and courses also for CAP Round-II.
22. The competent authority shall publish the provisional allotment of the CAP Round-II indicating the allotment of the course and the place of learning to the participating student.
23. The candidate shall download the letter of allotment in the CAP Round-II and report to the place of learning along with all the original documents for taking admission in the allotted course.
24. There shall not be any further round of allotment of students after the CAP Round-II. Therefore, if any seat for any course in any department/college/institution remains vacant after the CAP Round-II all such seats shall be filled by the concerned department/college/institution directly by them. However, such vacant seats shall be filled only from amongst the students who have registered under the centralised admission process. Therefore, the department/college/institution must obtain from the applicant student his/her acknowledgement of receipt of the application form issued by the facilitation centre.
25. The competent authority shall publish the vacancies in various departments/colleges/institutions, course wise, after the end of CAP Round-II. Such vacancies shall be filled by the places of learning purely on merit basis from amongst the students who have registered for the centralised admission process. After filling the vacancies the places of learning shall submit the list of the students admitted by them in the institutional round to the competent authority. The competent authority on receiving the information from the places of learning which have participated in the centralised admission process shall publish the final list of

the admitted students and also send the copy of the same to the examination section of the University.

26. Notwithstanding anything to the contrary in any Direction, Ordinance, Statute, Regulations or notifications, no department/college/institution shall admit any student for the post graduate programme admissions to which are governed by this Direction after the last date of admission notified by the competent authority for the centralised admission process.
27. The fees for the courses and the concession in fees shall be as prescribed by the University and the resolutions of the State Government issued from time to time.
28. If any dispute involving student arises out of the process of centralised admission under this Direction the same shall be referred to the Vice-Chancellor whose decision shall be final and binding.

Nagpur  
Date : 29/5/2018

  
(Dr.Siddarthavinayak P.Kane)  
Vice-Chancellor