DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY
AURANGABAD

CIRCULAR NO. LO/LAWOFFICE/2021-22/2/2021

It is herby inform to all concerned that, as per provisions of Sub-section 8 of section 12 of the Maharashtra Public Universities Act 2016 the Hon'ble Vice Chancellor has pleased to issue the Direction No. 2 of 2021 "**ADMISSION TO FULL TIME POST-GRADUATE COURSES IN UNIVERSITY'S TEACHING DEPARTMENTS, CONDUCTED COLLEGES AND INSTITUTIONS DIRECTION 2021**" on dated 09/09/2021. The copy of this Direction is enclosed herewith.

The copy of this circular and above direction is also made available on official website of University – www.bamu.ac.in

All concerned are requested to note the contents of present circular.

University Campus,
Aurangabad -431004
Ref. No. LO/2021-22/ 60-66
Date: 09/09/2021

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Law Officer

Copy forwarded with compliments to : -

1. The office of P.A. to the Hon'ble Vice Chancellor
2. The office of P.A. to the Pro-Vice Chancellor
3. The office of P.A. to the Registrar
4. The Director, Sub-center-Osmanabad
5. The Finance and Accounts officer
6. The Director, University Network & Information Centre, UNIC, with a request to upload the Circular and the Direction No. 2 of 2021, annexed herewith on University website.

DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY, AURANGABAD.

'Established by Government of Central Provinces Education Department by Notification dated on 23rd August 1958 & Presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act. No. VI of 2017)

DIRECTION NO 02 OF 2021

ADMISSION TO FULL TIME POST-GRATUATE COURSES IN UNIVERSITY'S TEACHING DEPARTMENTS, CONDUCTED COLLEGES AND INSTITUTIONS DIRECTION 2021.

Whereas, the government of Maharashtra vide its G.R. No. T.E.M.-2015/Pra Kra 325/Tashi-4, dt 20th 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 conducted colleges;

AND

Whereas, section 75 (1) (c) of the Maharashtra Public Universities Act, 2016 (hereinafter called "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 (1) of the Act, these Regulations are required to be made by the Academic Council of the University.

AND

Whereas, the academic council of this University has given its approval to this direction in its meeting dated 27-07-2021

AND

Whereas, the process of admission of students in the University and conducted colleges are going to start very soon creating necessity for issuing a direction.

Now, therefore, I, Dr. Pramod Govindrao Yeole, Vice-Chancellor, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad in exercise of my powers under section 12 (8) of the Act, do hereby issue the following Directions.

1. This Direction shall be called **"ADMISSION TO FULL TIME POST-GRADUATE COURSES IN UNIVERSITY'S TEACHING DEPARTMENTS AND CONDUCTED COLLEGES AND INSTITUTIONS DIRECTION, 2021.**

2. This Direction shall come into force with effect from the date of its issuance;
3. 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 admissions are regulated by the centralized admission process of the State Government of Maharashtra, in the entire post graduate teaching departments, conducted colleges and institution of the University shall be regulated by this Direction.
4. **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 Department / College / Institution where the Candidate shall report for confirmation of admission by verification of documents and payment of fees;
   (c) "Application Form" means prescribed form filled up online by the Candidate for admission;
   (d) "CAP Seats" means the seats filled through the centralized admission process carried out by the Competent Authority;
   (e) "College" means conducted college of the University.

(f) "Competent Authority" means the officer appointed by the Vice-Chancellor, for conducting admissions through CAP into University Departments / Conducted Colleges / Institution;

(g) "Courses" means the full time Post graduate courses in the University;

(h) "Department" means Post Graduate Department of the University;

(i) "Eligible Candidate" means the candidate who is eligible for different post graduate courses as notified by the University;

(j) "EWS" – Economically Weaker Section as per the definition of Govt. of Maharashtra

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

(l) "Foreign student" means a person who is citizen of a country other than India.

(m) "Home University (HU)" means the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad;

(n) "HSC" means the Higher Secondary School Certificate (Standard XII) examinations conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;

(o) "Institution" means Gopinathrao Mundhe National Institute of Rural Development;

(p) "Inter-Se-Merit" means the order of merit declared by the Competent Authority in respect of various classes/category of Candidates;

(q) "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.

(r) "Other than Home University (OHU)" means the area Outside Home University;

(s) "Other State University (OS)" means universities other than Maharashtra state

(t) "Person of Indian Origin (POI)" 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 an 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.

(u) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;

(v) "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 recognized Board;

(w) "Supernumerary Seats" means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time;

5. In order to conduct the online centralised admission process for admitting students to various post graduate programmes in the post graduate teaching departments, conducted 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, Chairman, PG Admission Process 2021-22 as the "Competent Authority."
6. 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.
7. The university shall provide the necessary dedicated infrastructure like room, staff, furniture, internet, computer, printer, scanner, photocopying facility and stationary to the competent authority for discharging its function in a smooth and efficient manner.
8. 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.
9. The competent authority shall appoint adequate facilitation center in each departments having necessary infrastructure facilities are available.
10. University shall provide the necessary assistance to the facilitation centres.
11. 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 admission to the said

courses are offered along with the intake capacity, reservation of seats for various categories of the students, the fees structure and also the supernumerary seats. The competent authority shall also publish the schedule for various activities relating to the centralised admissions on its website, and also the information brochure.

12. Unless specifies otherwise every publication by the competent authority shall be on its website and on the notice board of its office.
13. A student aspiring to take admission in the post graduate courses through the centralised admission process hereunder shall first graduate his/her login ID, by providing the necessary details, on the website of the competent authority and by paying the prescribed fees online. After obtaining the login ID the candidate shall apply, online, in the prescribed form along with uploading necessary documents like mark sheets of SSC, HSC and qualifying degree examination, college leaving certificate from the last attended college / institution, caste certificate/validity certificate, non-creamy layer certificate (if applicable), and other certificates in support of his/her claim for consideration against special category/quota.
14. The in-charge of the facilitating center shall verify the information supplied by the candidate in his/her online application form from the uploaded documents and confirm the application form Once the application form has been confirmed by the in-charge of the facilitation center the applicant candidate shall not be allowed to make any change in his/her application form.
15. The competent authority shall prepare the merit list of the candidate courses wise by the following the procedure as below:-
    - 15.1 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 relaxant Direction/Ordinance, governing the courses.
    - 15.2 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.

15.3 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 with all subjects then the marks obtained in the last examination shall only be considered.

15.4 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 HSC 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 decide 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 a lot and decide who shall get preference over whom.

16. There shall be supernumerary seats for the below mentioned candidates as per the direction 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 (P.I.O)

iv. Jammu and Kashmir (J & K) candidates

17. 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.

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

01	Scheduled Castes and Schedule Caste converted to Buddhism (SC)	13%
02	Schedule Tribes (ST)	7%
03	Vimukta Jati (A)	3%
04	Nomadic Tribes (NT-B / NT-1) (Prior to January 1990, (28 Va Tatsam Jamati)	2.5 %
05	Nomadic Tribes (NT-C /NT-2) (Dhangar Va Tatsam Jamati)	3.5 %
06	Nomadic Tribes (NT-D / NT-3) (Vanjari Va Tatsam Jamati)	2 %
07	Other Backward Classes (OBC)	19%
08	Economically Weaker Section (EWS)	10%
	Total	60%

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 Zilla Parishad 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.

vii. Reservation for backward class candidate i. e. 60% as stated above shall be available for the seats (excluding All India Seats) under the preview of the competent Authority in Government Aided, and Unaided Non-Minority Institution.

viii. If Backward Class Category seats remain vacant such seats shall be considered for allotment to the candidates of special Backward Class (SBC) category limited to the extent 2% seats.

ix. Admission of Backward Class candidates on Reserved Seats shall be subject to verification of his/her caste/Tribe Certificate and validity certificate. Caste validity certificate is mandatory for the Candidates belonging to Schedule Tribe to get admission for Professional Course.

17.2 In addition to the above reservation there shall be further reservation of seats as mentioned below:

i. Reservation for EWS Candidate: As per the provision in Government Resolution No. *राआधो* - 4019 / *प्र.क्र.* 31/16-*अ*, dated 12th February, 2019, 10% seats shall be reserved for EWS candidates. Their seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time.

ii. 5% seats will be reserved at each place of learning for the person with specially abled (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.

iii. 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.

iv. 1% seat is reserved for Orphans student from General seats. **as per Govt. Resolution महिला व बाल विकास अमुजा/२००१/प्रक/२१२/का-३, दि. ०२ एप्रिल २०१८**

17.3 **Weightage:**

i. Weightage for admission in the P.G. Departments, Conducted Colleges and Institution for the admission of Sportsperson / women will be calculated as per the norms vide University letter No. CIR.NO.ACAD/NP/Physical Education/New Ord.824/Addnl.25 Mark/134/2012.

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, Conducted Colleges and Instituition. (As per decision of the Executive Council, dated 18th September, 1976).

18. 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 wringing 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.
19. After the publication of the final merit list the candidate shall fill the online option form, specifying the choice of his course and the place of learning, for Counseling Round. The candidate can give maximum 25 (Twenty Five) choices of the courses. The candidate may fill the option

form, online, either through their long in or at the facilitation centre. Once the options are confirmed no change in the option shall be entertained.

20. The competent authority shall publish the provisional allotment of the Counseling Round indicating the allotment of the place of learning to the student.
21. The candidate shall download the letter of allotment in the CAP Counseling Round 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.
22. 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 courses 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 the candidate will have to apply online, again by filling the option form afresh the vacancies are notified by the competent authority. If the candidate decides to take provisional admission he/she shall pay the prescribed fees which shall be refunded to the candidate in the event he/she decides to cancel the admission due to allotment of the conducted college/institution in CAP Round-II.
23. The competent authority shall publish the available category wise seats (seat matrix) and courses for CAP Round-II.
24. The competent authority shall publish the provisional allotment of the CAP Round-II indicating the allotment of the courses and the place of learning to the participating student.
25. 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.
26. The competent authority shall publish the available category wise seats (seat matrix) and courses for Spot Admission in Department level.
27. Departmental Round (Spot Admission)- If any seat for any course in any department remains vacant after the CAP Round-II all such seats shall be filled by the concerned department / conducted colleges / Institution directly by them. However, such vacant seats shall be filled

only form amongst the students who have registered under the centralised admission process. Therefore, the department/ conducted colleges/ institution must obtain from the applicant student his/her acknowledgement of receipt of the application form issued by the facilitation centre.

28. Notwithstanding anything to the contrary in any Direction, Ordinance, Statute, Regulations or notifications, no department/conducted colleges/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.
29. 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.
30. If any dispute involving student arises out of the process of centralised admission under this Direction the same shall be referred to the university students Grievance Redressal Cell under Section 87 of the Act.

Aurangabad
Date: - - -2021

Prof. (Dr.) Pramod Govindrao Yeole,
Vice-Chancellor

09 SEP 2021