



GOVERNMENT OF MAHARASHTRA

## State Common Entrance Test Cell

8<sup>th</sup> Floor, New Excelsior Building, A. K. Nayak Road,  
Fort, Mumbai 400001 (M.S.)

E-Mail [cetcell@mahacet.org](mailto:cetcell@mahacet.org)

Website: <http://www.mahacet.org>

Information Brochure

{Academic Year 2025-26}

For Admission to

**FOUR YEAR FULL TIME DEGREE COURSE IN**  
**BACHELOR OF FINE ART (B.F.A)**

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**1. Introduction,-**

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 has published the rules on 24.04.2017 and its amendments on 05.07.2019 and 23.06.2020 to regulate the admissions to the **First Year of Full Time Professional Undergraduate Visual Art Courses (Fine Art, Applied Art)**.

**These rules are also applicable for admissions in Government and Government Aided professional educational institutions** vide Government Resolution of Higher & Technical Education Department No. MIS-1111/ (CR 03/17)/TE-6 Dated 25<sup>th</sup>APRIL 2017 and amendments issued from time to time.

This brochure gives information regarding the eligibility and rules of admission to First year of various Visual Art undergraduate degree courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, refund of fees, etc.

**2. Definitions,-**

- (a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act XXVIII of 2015);
- (b) "Admission Reporting Centre" means Centre where the Candidate shall report for confirmation of admission by verification 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) "Autonomous Institution" means the institution to which autonomy is granted by the University Grants Commission;
- (f) "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (g) "Courses" means the full time undergraduate and post graduate Visual Art courses in Fine Art, Drawing and painting, Textile Design, Interior Decorator, Sculpture, Metal Works, Ceramics, Applied Art and Design;
- (h) "Department" means the Higher and Technical Education Department of Government of Maharashtra;
- (i) "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;
- (j) "Scrutiny Centre (SC)" means a Centre where e-scrutiny is carryout in online mode of those document scan and uploaded by candidate while filling online application form.
- (k) "HSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Boards;
- (l) "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;
- (m) "Inter-Se-Merit" means the order of merit declared by the Competent Authority in respect of various classes or category of Candidates;

- (m-1) "Jammu and Kashmir" means the Union Territory of Jammu and Kashmir and Union Territory of Ladakh;
- (n) "Minority Quota" means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (o) "Non Autonomous Institution" means those institutions which are not "Autonomous Institutions";
- (p) "Overseas Citizen of India (OCI)" means a candidate or a person registered as an Overseas Citizen 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 No. F.No. 26011/04/98- F.I, dated 19th August 2002 and shall now be deemed to be Overseas Citizen 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;
- (q) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (r) "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;
- (s) "Supernumerary Seats" means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time;
- (t) "Visual Art" means the under graduate and post graduate Educational Courses that are imparted in the Educational Institutions under the supervision of Directorate of Art.

**3. Invitation of Application.—**

- (1) The Competent Authority shall invite Online Applications from Candidates for participating in CET and/ or CAP for seeking admission to the Courses for which State CET or alternative entrance examination is required for the academic year.
- (2) The Competent Authority shall also invite online application from the eligible candidates for participating in the Centralized Admission Process (CAP) for the undergraduate Visual Art courses for which the entrance test is conducted by the appropriate authority under any Central Act and shall be applicable, for seeking admission to such professional courses, as per the provisions of the Central Act, rules and regulations made there under.
- (3) The Candidates seeking admissions to the professional courses for the seats provided in.—
  - (a) 7(1) Maharashtra State Candidature Seats, 7(2) All India Candidature Seats, 7(3) Minority Quota Seats and 7(5)(b) Supernumerary Seats for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature for these seats the candidates shall apply to the Competent Authority for admission through Centralized Admission Process (CAP),
  - (b) 7(4) Institutional Quota Seats and 7(5)(a) Supernumerary Seats for OCI / PIO, Foreign Students and the Children of Indian Workers in Gulf Countries Candidates- for these seats the candidates shall initially apply to the Competent Authority for verification of documents and then to respective institute, to enable the institutions to give admissions to such eligible applicants on the basis of Inter-Se Merit. It is pre-requisite and mandatory to apply for verification of documents to the Competent Authority to be eligible for admission under these quota.

(4) The Candidate should submit the necessary Certificates issued by the concerned Authority, along-with the application, in the given Proforma. The list of documents to be submitted is given in this Information Brochure.

**4. Role of Competent Authority in the process of Admission. -**

- The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralised Admission Process and shall direct the students as per their allotment through CAP to all institutions i.e. Government, Government Aided, and Unaided Private Professional Visual Art Institutions.
- The Competent Authority shall deal with the representations received from the candidates pertaining to allotment and admissions as Grievance Redressal Authority.
- All the decisions taken in relation to Admission to First Year of Visual Art courses, by the Competent Authority shall be final and binding on all concerned.

**4.1 Jurisdiction of the Universities (where the Visual Art Course runs by the Directorate of Art):**

The following table shows the details about the Universities in Maharashtra State along with their Head Quarters and their Jurisdiction with the colleges of visual art courses.

<b>Sr. No</b>	<b>Name of University</b>	<b>District under the Jurisdiction of University</b>	<b>Visual Art Colleges under the Jurisdiction of University</b>
1.	Mumbai University	<b>Mumbai City, Mumbai suburban, Sindhudurg, Palghar, Ratnagiri, Raigad, Thane</b>	<ol style="list-style-type: none"> <li>1) Sir J. J. School of Art, Mumbai</li> <li>2) Sir J. J. Institute of Applied Art, Mumbai</li> <li>3) Rachana Sansad College of Applied Art, Mumbai</li> <li>4) Vasantdada Patil Pratishthan's College of Engineering &amp; Visual Art, Sion, Mumbai</li> <li>5) Viva Institute of Applied Art, Virar</li> <li>6) B. S. Bandekar College of Applied Art, Sawantwadi</li> <li>7) Aditya College Of Architecture, Mumbai</li> </ol>
2	Dr. Babasaheb Ambedkar Marathwada University Aurangabad	<b>Aurangabad, Beed, Jalna, Osmanabad</b>	<ol style="list-style-type: none"> <li>1) Government College of Art &amp; Design, Aurangabad</li> </ol>
3	Rashtrasant Tukdoji Maharaj Nagpur University	<b>Nagpur, Bhandara, Gondia, Wardha</b>	<ol style="list-style-type: none"> <li>1) Government college of Art &amp; Design, Nagpur</li> </ol>
4	Savitribai Phule Pune University	<b>Pune, Ahilyanagar, Nashik</b>	<ol style="list-style-type: none"> <li>1) Bharati Vidyapeeth college of Fine Art, Pune</li> </ol>
5	Shivaji University, Kolhapur	<b>Panhala, Kolhapur</b>	<ol style="list-style-type: none"> <li>1) Sanjeevan group of Institutions, Kolhapur</li> </ol>
6	Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon	Jalgaon	<ol style="list-style-type: none"> <li>1) KCES' MOOLJI JAITHA COLLEGE, JALGAON</li> </ol>

**5. Candidature Type. -**

**(1) Maharashtra State Candidature. -** A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Type	Eligibility Criterion
<b>Type-A</b>	(i) Candidates passing SSC and also HSC from a recognized institution in Maharashtra State; (ii) Candidate who is either Domicile of Maharashtra and / or is born in Maharashtra;
<b>Type-B</b>	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.
<b>Type-C</b>	A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.
<b>Type-D</b>	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.
<b>Type-E</b>	Candidates passing SSC and/or HSC Examination from a recognized institution located in 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 fulfils 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 in under clause (p) 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) Union Territory of Jammu and Kashmir and of Ladakh Union Territory Migrant Candidature –**

(a) The children of citizens, who are displaced from Union Territory of Jammu and Kashmir and Union Territory of Ladakh to any part of India or from unsafe border area of Union Territory of Jammu and Kashmir and Union Territory of Ladakh to a relatively safer place in Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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 Union Territory of Jammu and Kashmir and Union Territory of Ladakh 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 Union Territory of Jammu and Kashmir and Union Territory of Ladakh police engaged in combating terrorism are eligible under this category;

**6. Sanctioned Intake and Supernumerary Seats for various Courses.—**

- (1) The Sanctioned Intake for First Year Degree Course shall be as per the approval given by the authority which is competent for giving approval to respective course and affiliation given by the respective affiliating University.
- (2) The supernumerary seats shall be available to the Private Professional Educational Institutions as approved by the appropriate authority, from time to time.

**7. Allocation of Seats.—**

The percentage of allocation of seats for various types of candidates shall be in accordance with the policy of the Government as specified in Schedule-I appended hereto,—

**(7.1) 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.

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

**(7.3) 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.

**(7.4) Institutional Quota Seats.**—The Institution can admit Eligible Candidates as specified in Schedule-I, subject to following conditions,—

- (i) the Candidates having Candidature mentioned in rule 5(1), 5(2) 5(3), 5(4) and 5(6) of these rules shall be eligible for these seats ;
- (ii) the maximum 5% seats may be filled in from the NRI Candidates, as specified by the appropriate authority, at the institution level ;
- (iii) if the seats reserved for this NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature seats :

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.

**(7.5) Supernumerary Seats for.—**

**(a) OCI / PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates,—**

- (i) the Candidates having candidature as given in rule 5(5) of these rules and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats.

(ii) these seats shall be subject to the maximum of 15% of the Sanctioned Intake seats, out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Students candidates or as prescribed by the appropriate authority, from time to time.

Provided that, if seats in a course reserved for children of Indian Workers in Gulf Countries remains vacant, then such vacant seats shall be filled in from the candidates of OCI, PIO or Foreign Students and if seats reserved for candidates of OCI, PIO or Foreign Students remains vacant then such seat shall be filled in from the children of Indian Workers in Gulf Countries.

Provided further that, any vacant seat in both the above quota may be filled in from NRI Candidature Candidates, subject to the approval from appropriate authority for the NRI seats.

(iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in section 8 of this brochure.

(iv) Candidates fulfilling the eligibility criteria for Foreign Nationals/PIOs/Children of Indian workers in the Gulf countries/Child or Ward of NRI shall send their applications to the designated centres notified by the Competent Authority for this purpose.

**(b) Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature:**

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

(ii) The Candidates having candidature as given in 5(6) shall be eligible for these seats.

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

(iv) Candidates fulfilling the eligibility criteria for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature shall send the printed copy of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to the designated centres notified by the Competent Authority for this purpose.

**(7.6) Reservations:**

All the reservations given below shall be applicable to **candidates belonging to Maharashtra State only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

**(a) Reservation for Backward Class category Candidates:**

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates, coming under the CAP. Backward class candidates shall claim the category to which they belong to at the time of submission of application form for CAP.

<b>Sr. No.</b>	<b>Category of Reservation</b>	<b>Percentage of seats Reserved</b>
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	<b>13.0%</b>
02	Schedule Tribes (ST)	<b>7.0%</b>
03	Vimukta Jati (VJ) / De Notified Tribes (DT) (NT-A)	<b>3.0%</b>
04	Nomadic Tribes 1 (NT-B)	<b>2.5%</b>
05	Nomadic Tribes 2 (NT-C)	<b>3.5%</b>
06	Nomadic Tribes 3 (NT-D)	<b>2.0%</b>
07	Other Backward Classes (OBC)	<b>19.0%</b>
08	Social Economic Backward Classes (SEBC)	<b>10.0%</b>
<b>Total</b>		<b>60.0%</b>

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

**(b) Reservation for sons/daughters of Defence service personnel:**

Five percent (5%) seats of the total sanctioned intake of an institute, subject to a maximum of five (5) seats in each institute coming under CAP shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (**DEF-1**), Children of active service personnel who are Domiciled in Maharashtra State (**DEF-2**), Children of active service personnel (**DEF-3**) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or 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 provided further that, such candidate should have appeared and passed the HSC examination from a school / college situated in the State of Maharashtra.

- (i) These seats are within the sanctioned intake and are available as **State Level seats**.
- (ii) A combined single merit list of all eligible **DEF-1**, **DEF-2** and **DEF-3** candidates shall be prepared.
- (iii) Candidates claiming these seats shall produce additional documents in Proforma C, D and / or E as applicable.
- (iv) This provision is NOT available to the children of **CIVILIAN STAFF** who is working / who has worked in the Indian Defence Service.

**(c) Reservation for Persons with Disability Candidate:**

Five percent (5%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates having following minimum 40% benchmark disability.

A single merit list of all eligible candidates shall be prepared. The allotment of seats reserved for the Candidates with Disability shall be done on the basis an inter-se merit. **These seats are available for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall submit the certificates from the authority competent for issuing such certificate. The certificate (Pro-forma) should clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.

**Note:** - Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

**(d) Reservation for female candidates:** As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defence, Persons with Disability and Orphan categories.

**(e) Reservations for Orphan Candidates** - One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, No. AMJ-2011/C.R. 212 / Desk 3 dated 2nd April 2018 and the policies of the Government declared from time to time.

**(f) Reservation for EWS Candidate:** As per the provisions in Government Resolution No. राजाधो - 4019/प्र.क्र.31/16-अ, dated 31/5/ 2021, 10% seats shall be reserved for EWS candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time. These seats shall be over & above the sanctioned intake.

#### **(7.7) Eligibility Criteria:**

##### **(A) First Year.—**

**(1) Maharashtra State Candidature Candidate.—**

- (i)** The Candidate should be an Indian National;
- (ii)** Passed HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45% marks in aggregate. (Aggregate 40% marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.

**(2) All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates.—**

- (i)** The Candidate should be an Indian National;
- (ii)** Passed HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45% marks in aggregate (Aggregate 40% marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.

**(3) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National**

- (i)** Passed HSC examination of Maharashtra State Board of Secondary and Higher Secondary Education (any Stream) or its equivalent examination with English as one of the subject and obtained at least 45% marks in aggregate (Aggregate 40% marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State)
- (ii)** Any other criterion declared by appropriate authority from time to time.

## 8. Preparation of Merit List,-

**8. (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 or on the basis of marks obtained at qualifying examination or any other criterion as specified in sub-rule (3) of this rule.

**8. (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.

**8. (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 at least 45% aggregate. (Aggregate 40% marks for Backward Class categories, Economically Weaker Section and Persons with Disability candidates belonging to Maharashtra State Only.)
- (b) In case the maximum marks in an individual subject is other than 100, convert the marks out of 100 for individual subject without rounding, If sum of the converted marks of individual subjects without rounding off works out to be a figure with fraction then fraction up to two decimal places shall only be considered for calculation of percentage of marks considering maximum marks as 300 and, If the percentage comes in fraction, then rounding off shall be done as above to decide the eligibility.
- (c) If letter grades are assigned at SSC, HSC 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.
- (d) If the Candidate reappears for the qualifying examination with all subjects, then the marks obtained in the latest examination shall only be considered.

**8. (4) Assignment of Merit Number For admission to First Year Visual Art.—**

- (i) For HSC Candidates.- 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 marks or score secured by the Candidate in the CET conducted by the Competent Authority or marks or score secured in any other examination conducted by the concerned appropriate authority for the purpose of admission for these Courses:

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) Securing higher grade in Intermediate Drawing Grade Examination;
- (b) Higher percentage of marks in aggregate at HSC;
- (c) Higher percentage of marks in aggregate at SSC;
- (d) Birth Date of Candidate Elder Candidate will be given preference.

(ii) The merit list for the NRI / OCI / PIO and Foreign Students Candidates stated at rule 5(4) and 5(5) and Children of Indian Workers in Gulf Countries 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) Securing higher grade in intermediate Drawing Grade Examination;
- (b) Higher percentage of marks in aggregate at HSC;
- (c) Higher percentage of marks in aggregate at SSC;
- (d) Birth Date of Candidate Elder Candidate will be given preference.

(iii) Grade Marks shall be awarded for passing Intermediate Drawing Grade Examination as mention below: —

**“A” Grade: 10 Marks;**

**“B” Grade: 06 Marks;**

**“C” Grade: 04 Marks**

## **9. Centralised Admission Process (CAP). –**

### **(1) Centralised Admission Process CAP stages**

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 Government, Government Aided institutes, University Departments and University managed Institutions shall also admit the candidates through CAP. The stages of CAP shall be as stated below, -

#### **(a) *Display or Publishing of Information Brochure by the Competent Authority.***

The Information Brochure shall be published on the website of the Competent Authority.

#### **(b) *Filling Online Application Form by Candidate for participation in the Centralised Admission Process.***

- (i) The candidate should read the information brochure carefully.
- (ii) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
- (iii) The list of Physical Scrutiny Centres shall be published on the website.
- (iv) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet.
- (v) Candidates are required to fill in all the details as per the instructions and Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
- (vi) Candidate can edit/update the information in his/her application form before he / she submitting it at Physical Scrutiny Centre by online mode.
- (vii) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it, if required. The candidate shall take printout of the submitted application form and sign it.  
The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.

(c) ***Document Verification done by physical scrutiny centres that are submitted by candidate along with scan copy of original document in online mode.***

- The Candidate shall register online through Laptop or computer.
- Candidate shall fill & submit online application form and upload the required documents from any computer from anywhere connected to internet.
- Candidate need not have to go in person anywhere for submission, verification and confirmation of the application form.
- After online submission, Candidate's application & documents shall be verified and confirmed by the designated ***physical scrutiny*** centres.
- Candidate can edit the application form till the form is picked up by the ***physical scrutiny*** centre. The status of the same shall be available in the candidate's login.
- After confirmation of application form at ***physical scrutiny*** centre, information cannot be changed by candidate.
- The candidate can raise the grievance for any corrections if any.

***During physical scrutiny of Application Form of such candidate:***

- If no error is found in the submitted Application: Such Applications shall be confirmed through ***physical scrutiny*** by verifying the Application form, documents uploaded and the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement.
- If error is found in the submitted Application: The details of errors shall be intimated to candidates by reverting back his / her Application for its rectification by candidate through candidates Login.
- Candidate shall edit the reverted Application form and re-submit the application for ***physical scrutiny*** through his/her login. This step is mandatory for the candidate. Candidate shall upload the requisite documents to substantiate the claim if any for correction / concession.

During ***physical scrutiny*** Process, Candidate shall produce the relevant & valid documents to substantiate the claim made in the application form. In case of non-submission of the relevant documents, the candidate shall lose such claims made in the application and applications of such candidates shall be confirmed without considering such claims.

(d) ***Display or Publishing of Provisional merit list, Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose and Display or Publishing of Final Merit Lists;***

- Provisional Merit List of eligible candidates will be displayed on the website.
- For discrepancy if any, in the provisional merit list, within specified grievance period, Candidates can submit the grievances in writing along with necessary documents to substantiate, at Facilitation Centre where candidate has confirmed application form.

- (iii.) No document shall be accepted to substantiate the claim made in application after scheduled dates.
- (iv.) Final merit lists will be displayed on the website.

**NOTE:** - *The merit list gives relative position of the candidate and it does not guarantee admission to any course/ institute.*

- (e) *Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds. The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.*
- (f) *Filling up and confirmation of online option form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the respective CAP Rounds;*

## **9. Choice of academic program for subsequent round(s)**

(2) Candidates may fill in **maximum 22 choices** of Institutes and Courses in decreasing order of their preference;

- (i) In order to participate in the CAP (subject to fulfilment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round.
- (ii) Candidates will be able to fill in the online option form through their login.
- (iii) It is mandatory for all candidates to confirm the online option form.
- (iv) After confirmation of Option form, the candidate will not be able to change the Options.
- (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
- (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be considered as first preference (Highest Priority Choice).
- (vii) Option form received through online submission only will be considered for further processing.
- (viii) Candidate shall confirm the submitted on-line Option Form by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
- (ix) The candidate can fill in minimum 1 and maximum 22 options. The candidate shall fill the institute choice code against the option number in the online option form.
- (g) Display of Provisional Allotment of respective CAP Round indicating allotted institute and Course.

## **9. Conduct of CAP Round-I**

(3) Conduct of CAP Round-I.- The seats available for Round- I shall be published on the Website. The Candidate whose names appear in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.

## **9. Reporting and confirmation of admission**

(4) (i) Reporting and accepting the offered seat at Allotted Institute by the Candidate as per the schedule declared by the Competent Authority through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the clause (e) of sub-rule (4) of this rule.;

(ii) The candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;

(iii) The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.

(3) During the CAP: (a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto freezed and the candidate shall accept the allotment so made. Such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to Allotted Institute for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to Allotted Institute for confirmation of admission, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;

(b) Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to Allotted Institute for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. For such candidate, the allotment so made shall be the final allotment. If such candidate does not report to Allotted Institute for confirmation of Admission, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;

(c) Candidate who have been allotted seat other than first preference and want betterment in the subsequent rounds must claim the allotted seats by paying seat acceptance fees through his / her own login for betterment as per the method prescribed by the Competent Authority shall be eligible for participation in the subsequent rounds for betterment;

(d) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to carrying out self-confirmation by not paying seat acceptance fees in online mode for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;

(4) Conduct of CAP Round-II.- (a) The seats available for Round II shall be published on the website. The Candidates eligible for round II are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to be allotted during these rounds shall be available to the eligible candidates falling under the following categories.

- (i) Candidates as per the sub-rule 3(c) and 3(d) above;
- (ii) Candidates who have not been allotted any seat in previous round;
- (iii) Candidates who did not participate (failure of filling option form) in previous round.

(b) Candidates who have been allotted seat other than first preference and paid seat acceptance fees through his/her own login for confirmation of seat acceptance, whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;

(c) There shall be no further betterment option available to the candidate after round II. The allotment made and/or allotment retained in round II for participating candidates in round II shall be final;

(d) At the time of reporting to Allotted Institute for confirming the allotted seat as per the method prescribed by the Competent Authority, the candidate shall submit all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds.

(e) The candidate will be entitled to rectify the following errors in the application form at the time of self confirmation and before paying seat acceptance fees through his/her own login scrutiny of documents as per method prescribed by the Competent Authority *viz.*

- (i) change of gender from male to female and vice-versa;
- (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;
- (iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
- (iv) removal of minority status due to failure of submission of supporting documents;

- (v) removal of Disability status due to failure of submission of supporting documents;
- (vi) removal of Defence status due to failure of submission of supporting documents
- (vii) change in Type of Candidature;
- (viii) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
- (ix) change in Qualification.

Apart from the above no other change or rectification shall be allowed.

- (5) The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

**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.** -(1) 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.
- (a-1) Economically Weaker Section (EWS) and Orphan Candidates shall be considered for allotment of seats reserved for them as per their Inter-Se- Merit, and if seat is not available in their reserved category, then they shall be considered for allotment in Open Category as per the Inter-Se-Merit.”;
- (b) 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.
- (c) 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.
- (d) Allotment to the Persons with Disability Category Candidates.-
  - (i) Allotment of seats to the Persons with Disability Category Candidates shall be within their respective Reserved or General category only.
  - (ii) The number of seats available for the Persons with Disability Category Candidates shall be indicated in total number for the specific course as per the seats available in the CAP for that course.
  - (iii) If the seats for the Persons with Disability Category Candidates as per their prescribed reservation percentage within their respective reserved or general category are to be complete integer (no rounding off the fractional value is permissible) then only such seat shall be earmarked as reserved for that particular

reserved or general category for Persons with Disability candidate and shall be allotted as per their Inter-Se-Merit.

(iv) All other seats (except earmarked seats) available for Persons with Disability Category Candidates for that course shall be allotted as per their Inter-Se-Merit from combined list of all Persons with Disability Category Candidates:

Provided that, not more than one seat shall be filled in from same reserved category as per their Inter-Se-Merit:

Provided further that, the candidate not considered for allotment due to provision of above proviso, shall be considered for allotment of seat from general Persons with Disability Category as per their Inter-Se-Merit.

(v) After allotment of the seat to Person with Disability Category Candidate, a seat from that General or respective Backward Class Category and Person with Disability Category shall be treated as utilized.

(vi) If in the seat matrix for any course, total available seats for Reserved or General category comes out to be less than two, then in such case, no seat shall be allotted to the Person with Disability Category Candidate.

(e) Allotment to the Defence Category Candidates.-

(i) Allotment of seat to the Defence Category Candidates shall be within their respective Reserved or General category only.

(ii) The number of seats available for the Defence Category Candidates shall be indicated in total number for the specific course as per the seats available in the CAP for that course.

(iii) If the seat for Defence Category Candidates as per their prescribed reservation percentage within their respective reserved or general category comes out to be complete integer (no rounding off the fractional value is permissible) then only such seat shall be earmarked as reserved for that particular reserved or general category for Defence Category candidate and shall be allotted as per their Inter-Se-Merit.

(iv) All other seats (except earmarked seats) available for Defence Category Candidates for that course shall be allotted as per their Inter-Se-Merit from combined list of all Defence Category Candidates:

Provided that, not more than one seat shall be filled in from same reserved category as per their Inter-Se-Merit:

Provided further that, the candidate not considered for allotment due to the above provision, shall be considered for the allotment of seat from general seats for Defence Category as per their Inter-Se-Merit.

(v) After allotment of the seat to Defence Category Candidate a seat from that General or respective Backward Class Category and Defence Category shall be treated as utilized.

(vi) If in the seat matrix for any course, total available seats for Reserved or General category comes out to be less than two, then in such case, no seat shall be allotted to the Defence Category Candidate.

(f) If a seat is available for a candidate in more than one category, then the seat allotment shall be done in the sequence as given below,

(i) Seat for ladies

(ii) Seat for Persons with disability candidates

(iii) Seat for Defence category candidates

**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, Stage-V & Stage –VI:** Deleted (As per amendment dated 5th July 2019)

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

**Stage VIII.**—For all Candidates (without any Candidature Type).—The seats remaining vacant shall be allotted to the All India Candidates.

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

(2) **All India Candidature Candidates.**—The allotment to these seats shall be done through CAP on the basis of score of CET or as specified by the appropriate authority. All these seats are treated as “General Category” seats and no reservation is provided in these seats for Candidates of Backward Class Category, Ladies, Persons with Disability, and Defence, etc.

(3) **Minority Candidature Candidates.**—The stages of computerized allotment are as follows :—

**Stage I.**—The seats under minority quota in the minority institution linguistic or religious shall be allotted to the respective minority candidates.

**Stage II.**—If the seats remains vacant shall be allotted to the Maharashtra State candidature Candidates.

**Stage III.**—Further, If the seats remain vacant, they shall be allotted to the All India candidature Candidates.

(4) **Union Territory of Jammu and Kashmir and Union Territory of Ladakh Candidature Candidates.**— The Supernumerary seats for Union Territory Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature candidates shall be allotted to the eligible candidates as in 5(6) on the basis of *Inter-Se-Merit* in the Entrance test conducted by the appropriate authority or in the manner a prescribed by the appropriate authority, further if seats remains vacant then the seats shall be allotted to

the Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature candidates on the basis of CET conducted by the Competent Authority.

**a) Application Form Filling, Submission and Admission Centres**

The eligible candidate shall fill the Online Application Form, take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form by speed post / courier / by hand delivery for verification & confirmation to Admission Centre designated by the Competent Authority for these admissions.

- i. The application should reach on or before the last date as notified. Application received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
- ii. The Competent Authority shall publish the provisional Merit List.
- iii. The candidates whose names do not appear in the merit list(s) will not be able to participate in entire Admission Process.

**b) Counselling Round for Union Territory of J and K Union Territory of Ladakh Migrant Candidates at identified Admission Centre**

- i. Candidate seeking admission against these seats shall report to the Admission Centre of Admission Authority for admission as per the schedule.
- ii. The candidates shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
- iii. These Admissions will be made strictly in the order of merit from amongst the candidates who report in person for admission at the concerned identified admission centre as per schedule, against the seats available in the various institutes at the time when the candidate actually reports for admission.
- iv. Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to any other institute and/or any other course during entire duration of the course.
- v. The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time. The decision of the admission centre in-charge shall be final and binding.

**Important note**

Candidates admitted under this provision are not allowed to change course or college in any year of study.

**c) Reporting at institutes:**

- i. Candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. **If a candidate is unable to produce original certificates at the time of his / her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he / she has already taken admission indicating that he / she has been admitted to a particular**

course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

**11. Allotment of seats by CAP Round I and II-**

(1) CAP Round I and II shall be conducted by computerised allotment.

(2) In CAP Round I.-

(a) For Minority Institutes the allotment shall be given to the candidates as per following preference, -

- (i) Stage I of sub-rule (3) of rule 10,
- (ii) Stages I and II of sub-rule (1) of rule 10,
- (iii) Sub-rule (2) of rule 10;

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference: —

- (i) Stages I and II of sub-rule (1) of rule 10;
- (ii) Sub-rule (2) of rule 10 of these rules.

(3) In CAP Round II.-

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference: —

- (i) Stage I of sub-rule (3) of rule 10,
- (ii) Stages I to VIII of sub-rule (1) of rule 10,
- (iii) Stage II of sub-rule (3) of rule 10,
- (iv) Sub-rule (2) of rule 10,
- (v) Stage III of sub-rule (3) of rule 10,

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference, —

- (i) Stages I to VIII of sub-rule (1) of rule 10;
- (ii) Sub-rule (2) of rule 10 of these rules;

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

**12. General provisions.—**

(a) Allotment in CAP Rounds-I and II 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 and II.

- (b) All Candidates eligible for 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 under different categories in an Unaided Professional Educational Institution, 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) 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;
- (i) A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter” carrying out self-confirmation his/her own login and at the time candidate has to pay Seat Acceptance Fee through Online mode of Payment (Credit Card / Debit Card / Internet Banking / etc) or the mode as decided by Competent Authority Seat will be confirmed after verification of the original documents and ensuring that the candidate meets all the eligibility norms. The in-charge shall issue the Online Receipt of acceptance;
- (j) The Seat Acceptance Fee shall be Rs.1,000/- for all admitted Candidates and the same shall be treated as non-refundable processing fee;
- (k) Failure to carrying out self-admission in subsequent rounds only if they submit fresh option form for subsequent rounds of admission as pre schedule;
- (l) Allotted Seat will be cancelled if, at any time, any of the document or certificate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms;
- (m) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee from his / her own login in scheduled period. Candidates who reject allocated seat shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent round of admission as per schedule.

- (n) If any of the statement made in application form or any information supplied by the candidate in connection with his admission is found to be false or incorrect in any material particular, the Principal shall cancel his admission and forfeit the fees. An appeal against the action of cancellation of admission may be preferred within seven days to the Competent Authority. The Competent Authority shall, preferably, decide the appeal within fifteen days and his decision thereon shall be final.
- (o) Complaints regarding the use of fake certificates shall be investigated in time bound manner and if it is found that there is a truth in such complaint, such admission shall be cancelled. Further appropriate action shall be initiated with due intimation to Competent Authority.

**13. Admissions in Institutional Quota and vacant seats after CAP.**—The Director or Principal 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 Competent Authority for verification of documents and then 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 each course to be filled by the institution, by advertisement on the website of the institution. 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(3) (b) and shall be filled in on the basis of *Inter-Se-Merit* prepared by following the procedure specified in 8(3).
- (d) The institution after verification of all required documents 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 of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (e) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter.
- (f) All the admissions and cancellations shall be updated instantly through online system.
- (g) 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 remain vacant then the seats shall be filled on the basis of Inter-

Se-Merit of the applicants. Directorate of Art shall arrange special (mop up) round to fill these vacant seats.

- (h) While filling these seats the preference shall be given to the Maharashtra State Candidature Candidates over All India Candidature Candidate on the basis of *Inter-Se-Merit*.
- (i) After exhausting Maharashtra State Candidature Candidate and All India Candidature Candidate, if any set remain vacant in the Sanctioned Intake then these seats may be filled with NRI, Foreign Students (FN), Overseas Citizen of India (OCI), Persons of Indian Origin (PIO), Children of Indian Workers in the Gulf Countries (CIGWC) Candidature Candidates, subject to the approval from appropriate authority for these seats.

**14. 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 of Art and the Admission Regulating Authority in accordance with the subsection (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.
- (3) If a minority institution fails to admit minimum Fifty-One percent of its Sanctioned Intake from the persons belonging to the concerned minority, for a period of three consecutive years the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per provisions of Subsection (2) of the Section 6 of the Act.

**15. Cancellation of Admission and Refund of fees, return of documents by Institutions. –**

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled. The Institute shall consider the online request made by Candidate for cancellation as final irrespective of whether he / she has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The candidate shall then become entitled to and the Institute shall refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all his / her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Notwithstanding clause (a) above, candidate shall not be entitled to any refund of his / her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority;

- (c) No institution, who has in its possession or custody, of any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution.
- (d) The institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

**16. Change of Institution after First, Second or Third year,—**

- (1) The Candidate seeking for a change of institution after successfully completing the First Year examination in full or failed in one of the heads of passing will be allowed to do so subject to the availability of seats and changes will be carried out based on the marks of First Year. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the concerned University for the course to which the Candidate is being transferred;
- (2) Transfer of Candidates (Institution) after one or two or three year shall be made in the following manner,—
  - (a) the Candidate once admitted in First or Second Year shall not be eligible for transfer to any other institution during the same academic year;
  - (b) the Candidate passing the First Year or Second Year or Third Year examinations in full or failed in one of the heads of passing are considered as eligible for transfer of Institution provided that for transfer after Second Year the candidate should have passed the First year, and for transfer after Third Year the candidate should have passed First and Second Year;
  - (c) there shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided. However, the Candidate from Government or Government Aided, may seek transfer to Unaided Educational Institution;
  - (d) there shall be no transfer of students at any stage to Autonomous Institutions.
  - (e) *Transfer to Unaided Institutions.*—The Principals of Unaided Institutions shall consider the Candidates from other institutions for transfer with prior approval from the Directorate of Art 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 for the course to which the Candidate is being transferred;
  - (f) no application without recommendation of the Principal of Institution shall be entertained by the Directorate of Art;

(g) if the result of the University is not declared before the process of transfer, Candidates of that University will lose claim on transfer.

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

(4) The candidates from the professional educational institutions which are outside the purview of this Act shall be eligible for transfer to the unaided private professional educational institutions subject to the fulfilment of eligibility criterion and requirements stipulated under the provisions of sub-section (1) of section 3 of the Act and the fulfilment of the conditions stated above in sub-rule (2).

(5) List of all such transfers shall be communicated by the Directorate of Art to the office of the Admissions Regulating Authority for final approval.

**17. Documents to be attached along with “Application Form for Centralized Admission Process”.** -

The candidates are required to scan and upload **ALL Original Certificates / Documents** in support of their claim at the time of filling up of Application Form for Admission. The uploaded documents will be verified by e-SC centre in online mode. The candidates are required to scan the document in .jpg or .gif format (minimum 150 dpi resolution, file size up to 1 MB) and upload the scanned copies of the required documents at the time of filling up Application Form for Admission.

Sr. No.	Type of Candidate	copies of documents to be produced along with Application Form for Admission
1	All Candidates	1. SSC (Std. X) mark sheet. 2. HSC mark sheet 3. MAH-AAC-CET 2025 Score Card / Mark Sheet. 4. School Leaving Certificate, if required to substantiate claim. 5. Certificate of the <b>Indian Nationality</b> of the candidate.
In addition to the above documents candidates are required to produce the following <b>additional documents</b> depending upon the category to which they belong.		
2	Type– A Candidates	Domicile / Birth / Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
3	Type– B Candidates	Domicile certificate of candidate / father / mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4	Type– C Candidates	Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
5	Type– D Candidates	Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a

		Maharashtra State Government / Maharashtra State Government undertaking employee. Or Undertaking along with documentary evidences from the retired employee stating the place of settlement.
6	Type-E Candidates Maharashtra Karnataka disputed border area Candidates	1. Certificate stating that candidate belongs to the Maharashtra Karnataka disputed border area in proforma – G1. 2. Certificate stating that the mother tongue of the candidate is Marathi in proforma – G2 (List of the villages in Maharashtra Karnataka disputed border area is available on website)
7	Backward class Candidates belonging to S.C. / S.T.	1. Caste certificate 2. Caste/Tribe validity certificate
8	Backward class Candidates belonging to VJ / DT NT(A) / NT(B) / NT(C) / NT(D) /O.B.C / SBC/SEBC	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid <b>upto 31st March 2026.</b>
9	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section Proforma – Government Resolution No. राजांगो -4019/प्र.क्र.31/16-अ, dated 31/5/ 2021
10	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate Proforma – U
11	Ex- Servicemen (Def-1)	1. Defence Service Certificate Proforma – C. 2. Domicile certificate of father / mother who is an Ex-Service personnel is domiciled in the State of Maharashtra.
12	Active Domicile Defence Candidates. (Def-2)	1. Defence Service Certificate Proforma – C 2. Domicile certificate of father / mother who is an active defence service person is domiciled in the State of Maharashtra.
13	Active Non Domicile Defence Candidates. (Def-3)	1. Defence Service Certificate Proforma – C and D /E. 2. Certificate from the employer in the proforma– D stating that father / mother of the candidate who is an active defence service person presently posted in Maharashtra. OR Certificate from the employer in the proforma – E stating that father / mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
14	Persons with Disability	1. Certificate in the pro forma

	Candidates	2. Domicile certificate of candidate.
15	Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates	1. Certificate of posting in case of defence and Government servants in proforma – J 2. Certificate of stay in refugee camp for those staying in camp in proforma – K 3. Certificate stating that the candidate belongs to displaced family proforma –L
16	Foreign nationals / Foreign Students	Documents notified, time to time, by the Competent Authority for admission to this quota.
17	Persons of Indian Origin	Documents notified, time to time, by the Competent Authority for admission to this quota.
18	Children of Indian Workers in Gulf Countries (CIWGC)	Documents notified, time to time, by the Competent Authority for admission to this quota.
19	Non Resident Indian	Documents notified, time to time, by the Competent Authority for admission to this quota.

## 18. Miscellaneous provisions

### a) Conduct and Discipline

- (i) Failure of the candidate in making **full and correct Statements** in the application form and/or **suppression** of any information and/or submission of false documents shall **lead to disqualification** of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- (ii) Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, “Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982” and disqualify him/her for examination.
- (iii) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- (iv) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- (v) Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

**b) Action against ragging:** Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15<sup>th</sup> May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, *prima facie*, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is located, for further action. Where, on enquiry by the head of the educational institution, it is found that *prima facie* there is no substance, in the complaint received; he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.
- f) Undertaking from the candidate shall be taken while admitting the candidate in the Institute.
- g) Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission.
- h) If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of

Art, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

**c) Others:**

- (i) The medium of instruction for degree courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the University. Admission of candidate will be treated as finally confirmed only on production of the Eligibility Certificate from the University to which the college is affiliated.
- (iii) The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

**d) Hostel accommodation:**

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the Director / Principal of the college to which they intend to take admission. The Director / Principal of the colleges shall consider on priority the applications of Persons with Disability candidates, Sons and Daughters of Union Territory of Jammu and Kashmir and Union Territory of Ladakh migrant candidates and Government of India nominees for Hostel accommodation.

- e) The English version of the notified gazette shall be considered for the purpose of interpretation of the meaning and correctness of any provisions made in the Admission Rule and its amendment.

**SCHEDULE - I**  
**(For First Year Admission)**

**A(1).Allocation of Seats for admissions to the Professional Under Graduate Visual Art Degree Course into the Government and Aided Professional Educational Institutions Schedule-I**

**(For First Year of Under Graduate Degree Visual Art Course (BFA))**

Sr. No	Type of Institution	CAP Seats as % of Sanctioned Intake		
		Maharashtra State Candidates	All India Seats	Minority Quota
1	Government/ Government Aided Institutions.	95%	05%	Nil

**General Instructions**

- (i) The disability criterion and other conditions of eligibility are as per the guidelines of MHRD.
- (ii) The Supernumerary seats, as specified by the appropriate authority, shall be filled in by the Competent Authority.
- (iii) The Union Territory of Jammu and Kashmir and Union Territory of Ladakh Quota seats shall be filled in by the Competent Authority. The number of seats shall be as per the policy of the Government.
- (iv) For NRI candidature candidates, the seats to the extent of 5% can be filled in by the Competent Authority from Supernumerary seats as per the policy of the Government and as prescribed by the Appropriate Authority.

**A(2). Allocation of seats within Sanctioned Intake for First Year of Unaids Private Professional Educational Institutions.**

Sr. No	Type of Institution	No. of Seats- as % of Sanctioned Intake			Institutional Quota (including 5% Quota for NRI, if applicable)
		CAP Seats	Minority Quota	All India Seats	
1	2	3		4	
1	Unaids Private Professional Educational Institutions (excluding minority institutions)	75%	Nil	5%	20%
2	Unaids Minority Educational Institutions	100% of M.S. Seats	Minimum 51% @	5% of Seats under CAP #	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 Candidate and All India Candidature Candidate.

@ 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, the maximum percentage of minority quota to be filled in their institution.

### **B. Allocation of Supernumerary Seats—**

- (1) Union Territory of Jammu and Kashmir and Union Territory of Ladakh migrant candidate's seats to be filled by the Competent Authority. The number of seats for this quota shall be as per the policy of the Government.
- (2) OCI / PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time (if applicable).

#### **Proforma – A (For Type – C Candidates)**

(To be issued on the **Printed Letter Head** of the concerned office)

#### **(For sons and daughters of Central Government / Government of India undertaking employees) CERTIFICATE**

This is to certify that Shri / Smt.....is an employee in the capacity of .....in ..... (Designation) (Name of the Organization /Establishment/Department) This Organization / Establishment / Department is under .....(Department of Central Government / Government of India undertaking) Shri / Smt. ....is transferred to .....in Maharashtra State vide transfer order No.....  
Dated..... He / She has joined duty in Maharashtra on ..... and is currently working in the same post. This certificate is issued for the purpose of his / her son / daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal of the Office

Note: This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

**Proforma B-1****(For Type D Candidates-)**(To be issued on the **Printed Letter Head** of the concerned office)**(For sons and daughters of Maharashtra State Government/Maharashtra State Government  
undertaking employees)****CERTIFICATE**

This is to certify that Shri / Smt. .... is an employee in the capacity of .... in ..... (Designation) (Name of the Organisation /Establishment / Department) This Organisation / Establishment /Department is under ..... Department of Maharashtra State Government / Maharashtra State Government undertaking. Shri / Smt. .... is transferred to/from ..... In/out of Maharashtra State vide transfer order No..... Dated..... He / She has joined duty in/out of Maharashtra State on ..... and is currently working in the same post. This certificate is issued for the purpose of his/her son/daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. &amp; Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal of the Office

Note: This pro forma is to be accompanied by attested copy of:

- 1) Transfer order
- 2) Joining report

**Proforma B-2****(For Type D Candidates)****(For sons and daughters of Maharashtra State Government/ Maharashtra State Government  
undertaking retired employees)****UNDERTAKING**

This is to undertake that I, ...., have retired from the service from the post of ..... in .....(Designation) (Name of the Organisation /Establishment / Department). This Organisation / Establishment / Department is under ..... Department of Maharashtra State Government / Maharashtra State Government undertaking. I have retired on ..... and settled in ..... taluka ..... district -- ..... This undertaking is submitted for the purpose of my son/daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

(Signature)

Place:

Name

Date:

Note: This pro forma is to be accompanied by attested copy of:

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).

**Pro forma – C**(To be issued on the **Printed Letter Head** of the concerned office)**(For Def-1, Def-2 and Def-3 Candidates)****(For sons and daughters of defence service personnel)****CERTIFICATE**

This is to certify that Shri. / Smt....., .....  
(Full Name of the Employee with Rank of the employee) is / has been a member of Armed forces of India. He / She has put in ..... years of service in Indian Army / Indian Navy / Indian Air Force from ..... to ..... and is currently working / retired from services on ..... / permanently disabled since ..... / killed in action on ..... This certificate is issued for the purpose of his / her son / daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

**Outward No. & Date:****Place:**

(Signature)

Name and designation  
of the Authority not below the rank  
of Commandant or equivalent /  
District Sainik Welfare officer

**Seal of the Office****Note:-**

1. This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/Airforce.
2. For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parent who is in active service or ex-serviceman.**

**Pro forma– D**(To be issued on the **Printed Letter Head** of the concerned office)**(For Def-3 candidates)****(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State)****CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of ..... (Full Name of the Employee with Rank of the employee) Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force. Shri / Smt. .... is transferred to ..... (Place of posting) in Maharashtra State vide transfer order No..... Dated..... He / She has joined duty in Maharashtra on ..... and is currently working in the same post. (Date of Joining) This certificate is issued for the purpose of his / her son / daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

**Outward No. & Date:****Place:**

(Signature)

Name & Designation  
of the Head of the office

**Seal of the Office**

Note: This pro forma is to be accompanied by attested copy of

- 1) Transfer order
- 2) Joining report

This certificate is **not** to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

**Pro forma – E**

(To be issued on the **Printed Letter Head** of the concerned office)

**(For Def-3 candidates)**

**(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but retained their family accommodation)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of (Full Name of the Employee with Rank of the employee) Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force. Shri / Smt. .... is presently posted at ....

(Place of posting) His / Her previous posting was at ..... in Maharashtra State.

He / She has retained family accommodation in..... in Maharashtra State on account of posting in non-family station / for education purpose of son / daughter. This certificate is issued for the purpose of his / her son / daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal Of the Office

Note: - This certificate is **not** to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

**Proforma – G1**

(To be issued on the **Printed Letter Head** of the concerned office)

**(For Candidates from Maharashtra and Karnataka disputed Border Area)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... (candidate himself/herself) is a resident of ..... Village in ..... Taluka ..... District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

District Collector/ Deputy Commissioner/  
District Magistrate/Additional District Magistrate/  
Taluka Executive Magistrate

Place:

**Proforma – G2**

(To be issued on the **Printed Letter Head** of the concerned office)  
**(For Candidates from Maharashtra and Karnataka disputed Border Area)**

**CERTIFICATE**

This is to certify that Mr. /Miss ..... is a student of this school / College. He / She has passed Std. X / Std. XII examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed Std. X / Std. XII examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

Place:

Head Master /Principal  
School/ College

Seal of the School / College

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**Proforma – J**

(To be issued on the **Printed Letter Head** of the concerned office)

**( For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / Union Territory J & K and Union Territory Ladakh Police officials posted in Union Territory Jammu / Kashmir and Union Territory Ladakh to combat terrorist activities )**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Shri / Smt. ..... is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / Union Territory J & K / Union Territory Ladakh Police presently posted and working at ..... which is treated as disturbed area in Union Territory J & K and Union Territory Ladakh.

This certificate is issued for the purpose of his/her son/daughter .....'s admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No.& Date:

Head of the Office

Place:

Seal of the Office

**Proforma – K**

(To be issued on the **Printed Letter Head** of the concerned office)

**(For Union Territory Jammu / Kashmir and Union Territory Ladakh Migrant Candidates)**

**(Migrants staying in refugee camps)**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Mr./ Miss. .... belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Union Territory J & K and Union Territory Ladakh.

The detail of refugee status is as under.

Ration card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

**Proforma – L**

(To be issued on the **Printed Letter Head** of the concerned office)

**(For Refugees staying with relatives)**

**(Displaced Union Territory of Jammu / Kashmir and Union Territory of Ladakh Candidates staying with relatives / friends in India other than Migrant / Refugee camp)**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Mr./Miss. .... is a displaced person from Union Territory of Jammu & Kashmir and Union Territory of Ladakh after 1990 due to terrorist activities in Union Territory of Jammu & Kashmir and Union Territory of Ladakh. He / She is staying with ..... (Name and complete address of the Person with whom the candidate is staying at present) ..... since past ..... years.

This certificate is issued for the purpose of his / her admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Outward No. & Date:

Name & Signature of  
District Collector

Place:

Seal of the Office

**Proforma-F1**  
**(For Person with Disability Candidates)**  
**P3 (Learning Disability) Candidates**  
**CERTIFICATE**

Name :  
Age :  
Date of Birth :  
Date of Registration : L.D.No.  
Father's Name :  
Std.: School Name :  
Physical & Neurologic Assessment (Date : )

Photograph of  
the candidate

Psychologic Assessment (Date : )  
WISC (R) Verbal IQ :  
Performance IQ :  
Global IQ :  
Interpretation :  
Educational Assessment (Date: )

WRAT: R  
S  
A

Certified that:

1. The percentage of Challenged is not less than 40% and is equal to .....%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to degree course in Fine Art without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments. This certificate is issued for the purpose of his/her admission to First Year of Under Graduate Degree courses in Bachelor in Fine Art for the academic year 2025-26.

Recommendations:

(Name and Signature Of Issuing Authority)

Outward No.& Date:

Seal of the Office

**PROFORMA –F**  
**(For P1, P2 and P3 Candidates)**  
**(For Persons with Disability Candidates)**

Name and address of the Institute / Hospital

**Certificate No.**

Date

Recent Photograph  
of the candidate  
showing the  
disability duly  
attested by the  
chairperson of the

## **DISABILITY CERTIFICATE**

This is certified that Shri/Smt./Km. .... son/wife/daughter of Shri ..... age ..... sex ..... identification mark (s)..... is suffering from permanent disability of following category :

#### **A. Locomotors or cerebral palsy:**

- (i) BL-both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) impaired reach (b) Weakness of grip (c) Ataxic
- (v) OA-One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

## **B. Blindness or low vision**

(i) B-Blind (ii) PB-Partially Blind

### **C. Hearing impairment**

(Delete the category, whichever is not applicable)

2. This condition is progressive/non progressive/likely to improve/not likely to improve. Re assessment of this case of not recommended/is recommended after a period of years months\*.

3. **Percentage of disability in his/her case is \_\_\_\_\_ percent.**

4. Sh./Smt./Kum. \_\_\_\_\_ meets the following physical requirements for discharge of his/her duties.

(i)	Fcan perform work by manipulating with fingers	Yes/No
(ii)	PPcan perform work by pulling and pushing	Yes/No
(iii)	Lcan perform work by lifting	Yes/No
(iv)	KCcan perform work by lifting	Yes/No
(v)	Bcan perform work by bending	Yes/No
(vi)	Scan perform work by sitting	Yes/No
(vii)	STcan perform work by standing	Yes/No
(viii)	Wcan perform work by walking	Yes/No
(ix)	SEcan perform work by seeing	Yes/No
(x)	Hcan perform work by hearing/speaking	Yes/No
(xi)	RWcan perform work by reading and writing	Yes/No

(Dr. )  
Member  
Medical Board

(Dr. )  
Member  
Medical Board

(Dr. )  
Member  
Medical Board

Countersigned by the Medical  
Superintendent/CMO/  
Head of Hospital (with seal)

\*Strike out which is not applicable

## Pro forma – U

(For candidate claiming seats reserved for Orphan Candidates)

महिला व बाल विकास विभाग, शासन निर्णय क्रं. संकीर्ण -2013/ प्र.क्र. 109/ का-3, दिनांक 6 जून, 2016  
आणि

महिला व बाल विकास विभाग, शासन निर्णय शुद्धीपत्रक क्र.संकीर्ण -2013/प्र.क्र.109 /का-3, 09 मे, 2018

## अनाथ प्रमाणपत्र

संकेतांक क्रमांक

नाव :

फोटो

प्रमाणित : जिल्हा महिला व बाल विकास  
अधिकाऱ्यामार्फत

बाल न्याय (मुलांची काळजी व संरक्षण) अधिनियम, 2000 या अंतर्गत बाल कल्याणाच्या संस्थेत दाखल असलेल्या प्रवेशितांसाठी ती “अनाथ” असल्याबाबतचा दाखला.

प्रमाणित करण्यात येते की, प्रवेशित नामे ..... वय वर्ष ..... अंदाजित जन्मदिनांक ..... हा दिनांक ..... पासून ..... संस्था, मु. पो. ..... ता. ..... जिल्हा ..... या शासनमान्य स्वयंसेवी / शासकीय बालगृहातल्या संस्थेतील प्रवेशित रजिस्टरमधील नोंदणी क्रमांक ..... नुसार दाखल झालेला ..... मुलगा / मुलगी अनाथ आहे.  
संस्थेत दाखल होण्याची पाश्वभूमी :- (वर्णन द्यावे)

सदर अनाथ मुलास / मुलीस शासकीय / निमशासकीय / खाजगी शिक्षण / प्रशिक्षण संस्था, महाविद्यालय, औद्योगिक प्रशिक्षण संस्था (ITI) कार्यालय इ. यामध्ये प्राधान्याने प्रवेश देण्यात यावे. तसेच सदर मुलास / मुलीस शासकीय /निमशासकीय / खाजगी कंपनी / व्यवसाय / कार्यालय या ठिकाणी नोकरीसाठी प्राधान्य द्यावे. (1) त्याच्या आई वडिलांचा ठाव ठिकाणा सर्व मागांचा अवलंब करूनही अद्याप लागलेला नाही. किंवा लागण्याची शक्यता नाही. संबंधित प्रवेशित हा अनाथ असल्याचे प्रमाणित करीत आहे. तसेच त्याच्या जातीची माहिती नाही, असेही प्रमाणित करण्यात येत आहे.

(2) त्याच्या (नांव व पता) ..... या नातेवाईकाचा शोध लागलेला असून, त्याचे प्रवेशिताशी नाते ..... असे आहे. नातेवाईकाची जात .....असल्याने, प्रवेशितांची जात ..... असल्याचे प्रमाणित करण्यात येत आहे. तसेच संबंधित प्रवेशित हा अनाथ (आई वडील नसलेला) असल्याचे प्रमाणित करण्यात येत आहे.

(क्र. (1) व (2) पैकी जे लागू नसेल ते खोडण्यात यावे.)

त्याचे भविष्य उज्वल व्हावे, ही शुभेच्छा.

(गोल शिक्का)

स्वाक्षरी /-

विभागीय उपायुक्त, महिला व बाल विकास  
(संबंधित विभाग)

## Pro forma – V

(For candidate claiming seats reserved for Economically Weaker Section Candidates)

सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि. ३१/५/२०२१ सोबतचे सहपत्र

परिशिष्ट - अ

महाराष्ट्र शासन

## आर्थिकदृष्ट्या दुर्बल घटकाच्या पात्रतेसाठी प्रमाणपत्र

फोटो

प्रमाणपत्र क्र.

वर्ष \_\_\_\_\_ करिता ग्राह्य

(सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो 4019 / प्र.क्र.31 / 16 अ, दिनांक ३१/५/२०२१ अन्वये

आर्थिकदृष्ट्या दुर्बल घटकासाठी विहीत केलेल्या 10% आरक्षणाचा लाभ घेण्यासाठी ) प्रमाणित करण्यात येते की, श्री/ श्रीमती / कुमारी ----- श्री / श्रीमती ----- यांचा / यांची मुलगा / मुलगी गाव / शहर ----- तालुका ----- जिल्हा / विभाग ----- महाराष्ट्राचे रहिवासी आहेत. तो / ती ----- जातीचे असून जात / पोटजात / वर्ग चे असून त्याचा समावेश महाराष्ट्र राज्य लोकसेवा अनुसूचित जाती, अनुसूचित जमाती, निरधीसूचित जमाती (वि.जा.), भटक्या जमाती (भ.ज.), विशेष मागासवर्ग (वि.मा.प्र) आणि इतर मागास वर्ग (इ.मा.व) यांच्या साठी आरक्षण अधिनियम-2001 (सन 2004 चा महाराष्ट्र अधिनियम 8) आणि महाराष्ट्र राज्य सामाजिक आणि शैक्षणिक मागास (एसईबीसी) वर्गाकरिता (राज्यातील शैक्षणिक संस्थांमधील जागांच्या प्रवेशाचे आणि राज्याच्या नियंत्रणाखालील लोकसेवांमधील नियुक्त्यांचे किंवा पदांचे) आरक्षण अधिनियम, 2018 (सन 2018 चा महाराष्ट्र अधिनियम क्रमांक 62) मध्ये नमूद केलेल्या प्रवर्गातर्गत होत नाही.

महाराष्ट्र शासन, सामान्य प्रशासन विभागाचा शासन निर्णय क्र. राआधो 4019/प्र.क्र.31/16 अ, दिनांक ३१/५/२०२१ अन्वये त्याच्या / तिच्या कुटुंबाचे स्त्रोतांचे एकत्रित वार्षिक उत्पन्न रु. -----/- असून, सदर उत्पन्न रु.8,00,000/- पेक्षा कमी आहे. त्यामुळे असे प्रमाणित करण्यात येत आहे की, तो / ती यांचा आर्थिकदृष्ट्या दुर्बल घटकामध्ये समावेश होतो.

ठिकाण:

स्वाक्षरी :

दिनांक:

नाव :

पदनाम :

हे प्रमाणपत्र अर्जकर्त्याने सादर केलेल्या खालील कागदपत्र / पुरावे यांच्या आधारावर निर्गमित करण्यात येत आहे.

1.

2.

3.

(टिप: सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019 / प्र.क्र.31 / 16-अ, दि. ३१/५/२०२१, नुसार आर्थिक दुर्बल घटकासाठीच्या आरक्षणाचा लाभ घेण्यासाठी पात्रता प्रमाणपत्र देण्यासाठी सक्षम प्राधिकारी म्हणून तहसिलदार यांना घोषित करण्यात आले आहे.)

**Details of the Colleges Participated in CAP****DOA-11: SIR J. J. SCHOOL OF ART, MUMBAI.**

**University:** Mumbai University, Mumbai  
**Year of establishment:** 1857  
**Address:** Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai 400 001  
**Website:** <http://www.sirjjschoolofart.in>  
**E-Mail:** sirjjschool@gmail.com  
**District:** Mumbai  
**Phone:** 022- 22621652  
**Railway Station:** Mumbai C. S. T., 0.5 Km  
**Bus Stand:** Mumbai Central Bus Stand 3 Km

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Painting)	1981	1101	30	YES	NA
B.F.A. (Textile Design)	1986	1103	15	YES	NA
B.F.A. (Interior Decoration)	1986	1104	15	YES	NA
B.F.A. (Sculpture)	1983	1105	5	YES	NA
B.F.A. (Metal Work)	1986	1106	5	NA	NA
B.F.A. (Ceramics)	1986	1107	5	YES	NA

Intake Capacity subject to approval by AICTE.

**DOA-12: SIR J. J. INSTITUTE OF APPLIED ART, MUMBAI.**

**Home University:** Mumbai University, Mumbai  
**Year of establishment:** 1935  
**Address:** Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai 400 001  
**Website:** <http://jjiaa.org/home.htm>  
**E-Mail:** deanjjiaaoff@gmail.com  
**District:** Mumbai  
**Phone:** 022 - 22621276  
**Railway Station:** Mumbai C. S. T. 0.5 Km

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Applied Art)	1935	1202	100	NA	NA

Intake Capacity subject to approval by AICTE.

**DOA-21: GOVERNMENT COLLEGE OF ART & DESIGN, NAGPUR.**

**Home University:** Rashtra Sant Tukadoji Maharaj Nagpur University, Nagpur.

**Year of establishment:** 1967

**Address:** Opposite Diksha Bhoomi, Lakshmi Nagar, Nagpur 440 022

**District:** Nagpur

**Phone:** 0712 2224680

**Website:** [www.govtchitrakalamahavidyalayanagpur.com/](http://www.govtchitrakalamahavidyalayanagpur.com/)

**E-mail:** gcmvnagpur@gmail.com

**Railway Station:** Nagpur Main 4.0 Km

**Bus Stand:** Central Bus Stand, Nagpur.

**Hostel Facility:** Hostel facility for Girls only at the college premises.

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Painting)	1967	2101	30	NA	NA
BFA (Applied Art)	1967	2102	30	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-22: GOVERNMENT SCHOOL OF ART, CHATRAPATI SAMBAHJINAGAR**

**Home University:** Dr. Babasaheb Ambedkar Marathwada University, Chatrapati Sambhajinagar

**Year of establishment:** 1971

**Address:** Qil-e-Ark, Jalgaon Road, Chatrapati Sambhajinagar 431 001.

**District:** Chatrapati Sambhajinagar

**Phone:** 0240 2970225

**Website:** [www.gcadaurangabad.com](http://www.gcadaurangabad.com)

**Email:** gsa.aurangabad@gmail.com

**Railway Station:** Chatrapati Sambhajinagar 5 Km

**Bus Stand:** Central Bus Stand, Chatrapati Sambhajinagar . 2 Km

**Hostel Facility:** No hostel facility at the college

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Painting)	1971	2201	15	NA	NA
BFA (Applied Art)	1971	2202	35	NA	NA
BFA (Textile Design)	2011	2203	15	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-13: RACHANA SANSAD COLLEGE OF APPLIED ART & CRAFT, MUMBAI**

**Home University:** Mumbai University.

**Year of establishment:** 2001

**Address:** 278, Shankar Ghanekar Marg, Prabhadevi, Mumbai- 400 025

**District:** Mumbai

**Website:** [www.rachanasansad.edu.in](http://www.rachanasansad.edu.in)

**Email:** rscaa2001@gmail.com

**Phone:** 022- 24310807, 24301024 Extn. 502 / 503

**Fax:** NIL

**Railway Station:** Dadar / Prabhadevi

**Bus Stand:** Central Bus Stand, Parel, Mumbai. 1 Km

**Hostel Facility:** No hostel facility of the college

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Applied Art)	2001	1302	60	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-14: B. S. BANDEKAR COLLEGE OF FINE ART (APPLIED), SAWANTWADI.**

**Home University:** Mumbai University.

**Year of establishment:** 1998

**Address:** Survey No.54/01, Near Forest Bhavan, Salayiwada, Tal. Sawantwadi.

**District:** Sindhudurg – 416510.

**Phone:** 02363-275361

**Fax:** -

**E-Mail:** [fineartsawantwadi@yahoo.co.in](mailto:fineartsawantwadi@yahoo.co.in)

**Web site:** [www.fineartsawantwadi.org.in](http://www.fineartsawantwadi.org.in)

**Railway Station:** Sawantwadi 6 Km.

**Bus Stand:** Sawantwadi 1 Km.

**Hostel Facility:** Girls Hostel available in college campus. (Private)

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
BFA (Applied Art)	1998	1402	34	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-16: BHARATI VIDYAPEETH'S COLLEGE OF FINE ARTS, PUNE.**

**Home University:** Savitribai Phule University of Pune  
**Year of establishment:** 1997  
**Address:** Bharati Vidyapeeth's Educational Campus, Pune – Satara Road, Pune  
**District:** Pune.  
**Phone:** 020 24371933/ 9890878185/ 9422035147/ 8888870458  
**Fax:** 020 24371933  
**Website:** <http://cofa.bharatividyapeeth.edu/>  
**E-Mail:** cofa@bharatividyapeeth.edu, bharthicofa@gmail.com  
**Railway Station:** Pune 9 Km  
**Bus Stand:** Swargate S. T. Stand 9 Km  
**Hostel Facility:** Available for Boys & Girl Students separately.

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
<b>B.F.A.(Painting)</b>	2021	1601	30	NA	NA
<b>B.F.A.(Applied Art)</b>	1997	1602	60	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-17: VIVA INSTITUTE OF APPLIED ART, VIRAR**

**Home University:** University of Mumbai.  
**Year of establishment:** 2010  
**Address:** Block A, Veer Sawarkar Marg, Shirgaon, Virar-East  
**District:** Palghar  
**Phone:** 07756937795  
**Fax:** 0250 –2515275  
**Website:** <http://www.vivaappliedart.org>  
**E-Mail:** principal@vivaappliedart.org  
**Railway Station:** Western Railway, Virar 7 Km  
**Bus Stand:** Shirgaon Bus stop 1.5 Km  
**Hostel Facility:** Available for Girl Students.

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
<b>B.F.A.(Painting)</b>	2020	1701	30	NA	NA
<b>B.F.A. (Applied Art)</b>	2010	1702	60	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-18: VASATDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING & VISUAL ART, MUMBAI**

**Home University:** University of Mumbai  
**Year of establishment:** 2019-20 (Applied Art) 2020-21 (Painting)

**Address:** Vasantdada Patil Pratishthan Educational Complex, Eastern Express Highway, Sion, Mumbai 400022

**District:** MUMBAI

**Phone:** 9819595861

**Fax:** 022 –24038717

**Website:** <http://www.pvppcoe.ac.in>

**E-Mail:** [principal@pvppcoe.ac.in](mailto:principal@pvppcoe.ac.in),

**Railway Station:** Kurla, Sion, Chunabhatti

**Bus Stand:** Priyadarshani, Everard Nagar

**Hostel Facility:** Yes for Boys at Wadala for girls Kandivali

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
<b>B.F.A. (Applied Art)</b>	2019	1802	60	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA- 19: SANJEEVAN GROUP OF INSTITUTIONS**

**Home University:** Shivaji University, Kolhapur  
**Year of establishment:** 2023  
**Address:** A/p. Somawar –Injole, Tal. Panhla, Dist. Kolhapur -416 201  
**District:** Pune  
**Phone:** 9146999500  
**Fax:** -  
**Website:** [www.seti.edu.in](http://www.seti.edu.in)  
**E-Mail:** office@seti.edu.in  
**Railway Station:** Kolhapur 20 km  
**Bus Stand:** Panhalagad 1km  
**Hostel Facility:** Available for Boy & Girls Students Separately Course Fee:

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
<b>BFA (Applied Art)</b>	2023	1902	30	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-20: ADITYA COLLEGE OF ARCHITECTURE, BORIVALI WEST, MUMBAI**

**Home University:** University Of Mumbai

**Year Of Establishment:** 2013

**Address:** Aditya College Of Architecture, Aditya Educational Campus, R.M. Bhattacharya Marg, Ram Nagar, Borivali West, Mumbai-400 092.

**District:** Mumbai Suburban

**Phone:** 022-35206111/35206114 Mobile No: 8779629551

**Fax:** Nil

**Website:** <https://Www.Aditya-Arch.Edu.In/>

**E-Mail:** Aditya.Architecture@Gmail.Com

**Railway Station:** Borivali West, 1 Km

**Bus Stand:** Ramnagar Stand, 1km

**Hostel Facility:** Not Applicable

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
B.F.A. (Applied Arts)	2023	2002	30	NA	NA

**Intake Capacity subject to approval by AICTE.**

**DOA-23: KCES' MOOLJI JAITHA COLLEGE, JALGAON.**

**Home University:** Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

**Year Of Establishment:** 1945

**Address:** M.J. College Campus, Near Samarth Colony, Jilha Peth, Jalgaon - 425001.

**District:** Jalgaon

**Phone:** 0257-2237363

**Fax:** Nil

**Website:** [www.mjcollege.kces.in](http://www.mjcollege.kces.in)

**E-Mail:** [mjcollege@kces.in](mailto:mjcollege@kces.in)

**Railway Station:** Jalgaon, 1 Km

**Bus Stand:** Jalgaon Bus Stand, 0.5 km

**Hostel Facility:** Available for Boys and Girls Students Separately.  
Boys – 114 and Girls – 440

Course Name	Starting Year	Choice code	Intake	FN/ PIO/ GULF	NRI
B.F.A. (Painting)	2025	2101	30	NA	NA
B.F.A. (Applied)	2025	2102	30	NA	NA
B.F.A. (Sculpture)	2025	2105	05	NA	NA

**Intake Capacity subject to approval by AICTE.**