



GOVERNMENT OF MAHARASHTRA



**Directorate of Art
Maharashtra State**

MH – AAC – CET-2013 Maharashtra Applied Arts and Crafts

Common Entrance Test 2013 – 14

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GOVERNMENT OF MAHARASHTRA

RULES OF ELIGIBILITY FOR MH-AAC-CET-2013 AND FOR ADMISSION TO FIRST YEAR OF FOUR YEAR FULL TIME DEGREE COURSE IN BACHELOR OF FINE ART FOR THE ACADEMIC YEAR 2013-14

These rules are approved vide Government of Maharashtra Letter No. ADR-2013/ (89/13)/TE-6 Dated 29 March 2013

1.0 Introduction.

The admission to the First year of Bachelor's Degree in Fine Art for the academic year 2013-14. Shall be carried out by merit list prepared on the basis of marks obtained in the Common Entrance Test.

Its syllabus and other details related to this test are mentioned below along with the details of Centralized Allotment Process (CAP).

1.1 Abbreviations used in the brochure:

MH-AAC-CET	Maharashtra Applied Arts & Crafts-Common Entrance Test.
AICTE	All India Council for Technical Education.
ARC	Application form Receipt Centre
BFA	Bachelor of Fine Art
CAP	Centralized Allotment Process
CET	Common Entrance Test
OMS	Outside Maharashtra State
DOA	Directorate of Art
GOI	Govt. of India
MHRD	Ministry of Human Resource Development
GOVT.	Government of Maharashtra
SSS	Shikshan Shulk Samiti
HSC	Higher Secondary Certificate
S-CET	Special Common Entrance Test
SSC	Secondary School Certificate (Standard 10 th)
AAC	Applied Art & Crafts
MW	Metal Work
PTG	Painting
SCULP	Sculpture
ID	Interior Decoration
TD	Textile Design
CER	Ceramics
FN	Foreign Nationals

1.2 Definitions:

1. **“State Government”** means the Government of Maharashtra.
2. **“Director”** means the Directorate of Art, Maharashtra State.
3. **“AICTE”** means All India Council for Technical Education.
4. **“ACT”** means the All India Council for Technical Education Act 1987 (52 of 1987)
5. **“University”** means an Institution declared to be University under 3 of the University grants commission Act, 1956.
6. **“Application Form”** means prescribed form filled up by the Candidate for appearing for MH-AAC-CET-2013.
7. **“Competent Authority”** means The Director, the authority appointed by the State Government to invite applications for Common Entrance Test 2013 and implement the admission procedure as prescribed in the brochure.
8. **“Representative of the Competent Authority”** means an officer appointed to assist the Authority for smooth conduct of Admission Process as per the directives. The Director, Directorate of Art, Maharashtra State is the competent authority.
9. **“Qualifying Examination”** means examination on the result of which a candidate becomes eligible to appear at MH-AAC-CET 2013 Entrance examination. i.e. HSC (12th Standard) or equivalent examination or Equivalency given by Maharashtra Board.
10. **“Institution”, Mahavidyalaya or “School”** means the fine art college/Institution duly approved by the AICTE, New Delhi and Government of Maharashtra to impart Education in Applied Art/Fine Art/Metal Craft/Sculpture/Textile Design/Interior Decoration at degree level.
11. **“Government Fine Art College”** means the fine art college under the Government of Maharashtra.
12. **“Un-Aided Private College”** means the fine art colleges run by private management on self finance basis.
13. **“Sanctioned Intake”** means the course wise number of seats sanctioned by the Government with reference to AICTE approval.
14. **“Inter se Merit”** means the order of merit.
15. **“Candidate”** means the applicant who is an Indian National and desires to appear for the MH-AAC-CET 2013 with an intention to seek admission to First Year of Four Year Degree Course of Bachelor of Fine Art in Maharashtra State by submitting the prescribed application form for the year 2013-2014.
16. **“First year B.F.A. Admission”** means the Admission to first year of four year degree course in Bachelor of Fine Art.

17. **“Intermediate Drawing Grade Examination”** means the grade certificate examination in subjects related to art & design, conducted by the Directorate of Art, Maharashtra State, Mumbai, every year in the month of September.
18. **“Defence”** means services established under the Army Act 1950 /Air force Act 1950/ Navy Act 1957.
19. **“Person of Indian Origin {PIO}”** means person who is citizen of other countries (except Pakistan and Bangladesh) who at any time held an Indian Passport, or that person or either of his/her parents or any of his/her grandparents was a citizen of India by virtue of the provisions of the Constitution of India or Sec 2 (b) of Citizenship Act,1955 (Act No.57 of 1955).
20. **“OMS Candidate”** means Outside Maharashtra State Candidate who is an Indian National.
21. **“Foreign Nationals” (FN)** means Citizen of all countries other than India, who are not of Indian origin defined under PIO.
22. **“Foreign Student” (FS)** means Foreign Student in allotment who possesses a foreign passport.
23. **“CAP Seats”** means the seats for which allotment/admission is carried out by the Competent Authority through Centralized Allotment / Admission Process.
24. **“ARC”** means the Application Received Center.
25. **“CET”** means Common Entrance Test Conducted for the admission to Applied Arts & Crafts / Fine Art (Applied Art, Painting, Sculpture, Interior Decoration, Ceramic, Metal Work, and Textile Design.)
26. **“S-CET”** means “Special Entrance Test” Conducted specially for J & K Migrants, PIO (Person of Indian Origin) candidates, Foreign Nationals (FN) students, Foreign Students (FS) in order to decide the merit for admission.

1.3 Role of Competent Authority:

- The competent Authority duly appointed by the State Government and headed by the Directorate of Art, Maharashtra State, shall be the authority to invite applications. Process them, declare schedule of admission process, to direct the students as per their allotment through CAP to all institutions.
- Competent authority shall be the sole authority to effect admission through CAP for all Government Colleges/Institutions, unaided private colleges.
- The competent authority shall also deal with the representations received from the candidates pertaining to allotment and admission in Government colleges/Institutions or unaided private colleges and act as Grievance Redresses Authority and Appellate Authority at State level.
- To approve the list of the student for admission to First year of four year degree course.
- All the decisions taken in relation to first year B.F.A. admission by the Competent Authority shall be the final and binding on all concerned.

1.3.1 List of Colleges:

Sr. No.	Name & Address of the Colleges For MH-AAC-CET 2013	Government / Un-Aided
1	Sir J. J. School of Art, 78, Dr. D. N. Road, Fort, Mumbai – 400 001.	Government
2	Sir J. J. Institute of Applied Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai – 400 001.	Government
3	Rachana Sansad College of Applied Art & Craft, Shankar Ghanekar Marg, Prabhadevi, Mumbai – 400 025.	Un-Aided
4	Bharati Vidyapeeth's College of Fine Art, Bharati Vidyapeeth's Educational Campus, Pune- satara Road, Pune- 411 043.	Un-Aided
5	Padmashree Dr. D. Y. Patil College of Applied Arts & Crafts, Sector No. 29, Behind Akurdi Railway Station, Akurdi, Pune-411 044.	Un-Aided
6	Government School of Art, Quil – E – Ark , Jalgaon Road, Aurangabad – 431 001.	Government
7	Government Chitrakala Mahavidyalaya, Opp. Diksha Bhoomi Marg, Laxmi Nagar, Nagpur – 440 022.	Government
8	B.S. Bandekar College of Fine Art, (Applied Art), Survey No. 54/01, Near Forest Bhavan, Salayiwada, Sawantwadi – 416 501.	Un-Aided

1.4 Seats available for Admission through Competent Authority:

1.4.1 Distribution of Seats & Number of Courses:

Sr No.	Institute	Course Name	Intake	M.S	OMS	FN/PI O/FS	*J & K Migrant
1	Sir J. J. School of Art, Mumbai.	BFA Painting BFA Textile Design BFA Interior Decoration BFA Sculpture BFA Metal Work BFA Ceramics	30 15 15 05 05 05	28 14 14 05 05 05	2 1 1 0 0 0	2 1 1 1 0 1	3 1 1 0 1 0
2	Sir J. J. Institute Applied Art, Mumbai	BFA Applied Art	100	95	5	7	8
3	Govt. Chitrakala Mahavidyalaya, Nagpur	BFA Applied Art BFA Painting	30 30	28 28	2 2	2 3	3 2
4	Govt. School of Art, Aurangabad	BFA Applied Art BFA Painting BFA Textile Design	35 15 15	33 14 14	2 1 1	2 1 1	3 1 1

5	Rachana Sansad College of Applied Art & Craft, Mumbai	BFA Applied Art	60	57	2	-	1
6	B. S. Bandekar College of Fine Art,(Applied Art) Sawantwadi	BFA Applied Art	60	57	2	-	1
7	Padmashree Dr. D. Y. Patil College of Applied Arts & Crafts, Pune.	BFA Applied Art	60	57	2	-	1
8	Bharti Vidyapeeth's College of Fine Arts, Pune	BFA Applied Art	60	57	2	-	1
Total			540	511	25	22	28

1.4.2 Seats available for admission through CAP:

The list of Colleges and course and course wise distribution of seats at Maharashtra State, OMS, FN/FS/PIO, J& K Migrant and Institute Level is given in Annexure VI. The breakup of the seats available for admission through Centralized Admission Process is shown bellow.

Sr. No.	Type of Institute	No. of Seats in percentage of Sanctioned Intake		Seats with other Authorities
		Seats with competent authority		
		Seats to be filled by competent Authority for <u>Maharashtra State Candidates</u>	Seats to be filled by the Competent Authority for <u>OMS Candidates</u>	Institute / College Level
1.	Govt. Institutes / Colleges	95%	5% #	--
2.	Un-Aided Institutes/ Colleges	95% of 80%	5% of 80%	20%

excludes seats reserved for FN/FS/PIO as given in Annexure VI.

Note : Statutory reservations for the candidates belonging to backward class Categories as per the relevant rules and resolutions of the Govt. of Maharashtra will be applicable for admission against the seats available only for Maharashtra State Candidates. The Seat distribution shall be given before submission of Options Form for CAP Round-I.

1.4.3 Seat available for Government of India Nominees (GOI Nominees)

{*Admission to these seats is subject to the sanction from MHRD}

- ✓ Provision of specified number of made for the nominees from states and Union territories, which lack the facility in Technical Education. The Ministry of Human Resource Development [MHRD], Govt. of India determines these seats every year. These Seats are over and above the sanctioned intake for the course.

The admission procedure for these seats is as under.

- The respective state selects the candidates for the seats earmarked for their state. The competent authority of respective state issues college allotment letter to the candidate.
- Candidates with college allotment letter reports to the **Directorate of Arts, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, and Mumbai 1** for scrutiny of original certificates & for collecting the admission letter on or before 31st August of the current academic year.

No candidate shall report directly to the Institute.

The admissions are subject to the following conditions.

- ✓ Candidates nominated by the concerned states shall be admitted only if they fulfill the condition of eligibility as mentioned in Rule 2.3 the candidates so admitted will have to obtain eligibility certificate from the University in which admission is secured.
- ✓ If the candidate does not fulfill the minimum eligibility criterion, he or she will not be considered for admission even though he/she has been nominated as a GOI nominee.
- ✓ Backward class Category candidates nominated from the respective states as per the reservation policy of the state will get relaxation in educational qualification for eligibility as in case of Maharashtra state backward class Category candidates. However GOI nominee's belonging to backward class Category does not get any exemption in tuition fees.

Note: The Candidates belonging to this type is not required to appear for the MH-AAC-CET-2013. Candidates admitted under this provision are not allowed to change institute in subsequent years.

1.4.4 Seat available for J & K Migrants:

{* Admission to these seats is subject to the sanction from MHRD}

Candidates who are J & K Migrants should register themselves for S-CET at Directorate of Art, Maharashtra State, Mumbai – 400 001 as per schedule. Provision of specified number of seats is made for the J & K Migrants as mentioned in **Annexure VII**. These seats are over and above the sanctioned intake for the course. The admission procedure for these seats is as under.

J-1 Type: The children of citizen who are displaced from J & K to any part of India of from unsafe border are of J & K to a relatively safe place from 1990 onward due to terrorist activities.

J-2 Type: The children of officers belonging to Indian Administrative Services / Indian Police Service / Indian Forest Services, other offices and children of the staff belonging to military and paramilitary forces, transferred to J & K to combat terrorist activities and joined the post on or before last date for submission of application form.

J-3 Type: The children of staff of J & K Police engaged in combating terrorism. Admission against these seats is made strictly on the basis of Inter-se-merit of combined merit list of J & K Migrant candidate. The Candidate shown in **Performa - J / K / L** in support of their claim at the time of admission.

Note: Candidate admitted under this provision is not allowed to change institute in subsequent years.

1.4.5 Seat available for Foreign Nationals / Foreign Student / PIO

Candidates who are Foreign Nationals / Foreign Student / PIO should register themselves for S-CET 2013 at Directorate of Art, Maharashtra State, Mumbai as per schedule.

These admissions are subject to the following conditions. If the candidate does not fulfill the minimum eligibility criterion, he or she will not be considered for admission even though he / she have been nominated as a Foreign National. (Approval Process Handbook January 2013-14 Chapter-VI and the Gazette of India 21 Jan. 2004)

- Candidate should have fulfill the condition of eligibility as mentioned in Rule 2.3
- The eligibility of the candidates passing the HSC (Std. XII) or equivalent examination from a school / College / Examination Board situated outside India shall be further decided by the University Authorities to which the candidate is admitted. Hence such candidates are advised to get their eligibility verified by the respective University Authorities before seeking admission to the Applied Arts & Crafts courses in the State Of Maharashtra
- 1/3rd of the 15 % seats shall be reserved for children of Indian workers in the Gulf countries and 2/3rd of the 15 % seats shall be reserved for the PIO / Foreign Nationals etc

Note: a) Foreign Nationals / Foreign Student / PIO candidates shall pay the fees as per directed by Government of Maharashtra and shall be binding on candidate while seeking the admission.

b) Candidates admitted under this provision are not allowed to change institute in subsequent years.

1.5 Sanctioned intake for the Course in various Institutes / Colleges:

- ❖ Sanctioned for the course in Institutes / Colleges for the year 2013-14 is mentioned Annexure VI.
- ❖ The AICTE shall communicate to the State Government the approved new Institute / Colleges, on or before 30th June 2013.
- ❖ Approvals to start new “Applied Arts & Crafts” Institutes/Colleges and changes in the sanctioned intake capacity of existing Applied Arts & Crafts Institutes/Colleges communicated to the State Government after 30th June 2013 will not be included in the centralized allotment process of the academic year 2013-14.
- ❖ Approvals for start new Institutes/Colleges and changes in the intake capacity for the course in existing Applied Arts & Crafts Institutes/Colleges communicated after the printing of the information brochure shall be displayed on the website www.doa.org.in and will not be separately notified in any newspaper.

As per AICTE approval received on or before 30th June 2013, final sanctioned intake for all the institutes/colleges coming under CAP will be displayed on the website www.doa.org.in. The final Institute Information displayed on website will be treated as authentic for admissions for the year 2013-14. Candidates are instructed to refer directorate’s website for the revised and final institute Information before filling the option form.

2.0 Eligibility Criteria.

2.1 Eligibility of Maharashtra State & OMS candidate appearing for CET 2013

Candidate should be an Indian National and should have passed/appeared the HSC (Std.XII /10+2 Level) 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 secured minimum **45% marks** in aggregate. (**40% marks** in aggregate for backward class Category candidates **belonging to M.S. only**)

In case percentage, Marks (converted out of 100) in the subject added together at H.S.C. (std. XII), comes in fraction then percentage of marks shall be rounded off as explain in the example for the purpose of deciding the eligibility of the candidate.

Example: - if the percentage of marks comes out to be 44.50% to 44.99% then it shall be rounded to 45% and if the percentage of marks comes out to be 44.01% to 44.49% then it shall be rounded to 44%.

Note:

- Candidates who have appeared for qualifying examination i.e. HSC (Std. XII) or its equivalent examination during the academic year 2013-14 and whose results are not declared till the last date of submission of application form are eligible to appear for MH-AAC-CET 2013, however for admission to first year of degree course in B.F.A. such candidates must fulfill the criteria as mentioned in rule no. 2.2.
- Maharashtra State Candidates (**defined as per rule no. 2.5**) and OMS candidate (**defined as per rule no.2.6**) are eligible to appear for the MH-AAC-CET2013 conducted by the competent Authority of Govt. of Maharashtra for the academic year 2013-14.
- Even through Outside Maharashtra State (OMS) Candidates are eligible to appear for the MH-AAC-CET 2013, it is specifically made clear that such OMS Candidate **will not be able to participate in the Centralized Admission Process (CAP)** on the basis of score in MH-AAC-CET 2013. This OMS Candidate will be able to apply for the admissions against the Institutes Level Seats **ONLY**.
- The facility of Constitutional Reservation is not available for the OMS candidates. Therefore all **OMS candidates** will be treated as **OPEN/GENRAL** Category candidates in the entire admission process.

2.2 Eligibility criteria for admission to Maharashtra State and OMS Candidates:

Candidate should be an Indian National and should have passed the HSC (Std. XII) examination of Maharashtra State Board of Secondary & Higher Secondary Education its equivalent examination with **English** as **one of the subject** and secured minimum **45% marks** in aggregate (**40% marks** in aggregate for backward class Category candidates belonging to Maharashtra State only.) Final result HSC fulfilling 45% criteria and 40% require for reserved Category **achieved not necessarily in first attempt**.

AND Appeared and obtained non zero score at MH-AAC-CET 2013.

2.3. Eligibility criteria for admission to GOI nominees:

Candidate should be an Indian National and should have passed the HSC(Std. XII) examination of Maharashtra State Board of Secondary & Higher Secondary Education its equivalent examination with **English** as **one of the subject** and secured minimum **45% marks** in aggregate (**40% marks** in aggregate for backward class Category candidates belonging to Maharashtra State only.) Fulfill the criteria as mention in rule no. 2.2

Note: G.O.I. Nominees as they are selected by their respective states for the course are exempted from appearing for the MH-AAC-CET 2013 conducted by the Competent Authority of Government of Maharashtra.

2.3.1 Eligibility criteria for admission to J & K Migrants:

Candidate should be an Indian National and should have passed the HSC(Std. XII) examination of Maharashtra State Board of Secondary & Higher Secondary Education its equivalent examination with **English** as **one of the subject** and fulfill the criteria as mention in rule no. 2.2

AND Appeared and obtained non zero score at **S-CET 2013** examination separately conducted.

2.3.2 Eligibility criteria for admission to Foreign Nationals/ Foreign Students/PIO.

Candidate should have passed the HSC (Std. XII) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with **English** as **one the subject** and fulfill the criteria as mention in rule no. 2.2 (refer rule no 1.4.5)

AND Appeared and obtained non zero score at **S-CET-2013** examination.

Note : For the J & K Migrants, PIO candidates, Foreign Nationals /Foreign Students, a separate S-CET 13 examination will be conducted in the month of July 2013 (Similar structure as that MH-AAC-CET 2013) and on the inter-se-merit of this examination, candidates will be allotted seats for admission by counseling.

2.4 Special Eligibility for B.F.A. (Visual Art Course)

The visually impaired (blind) candidate is not eligible for admission to B.F.A. Visual Art Course.

2.5 Eligibility Criteria to be considered for admission to Maharashtra State Quota seats through CAP:

A candidate is considered eligible for admission to the seats coming under the purview of competent authority subject to fulfillment of any one of the eligibility criteria as listed in the following table.

	Type of Candidate	Eligibility Requirement
1.	Type – A (Maharashtra State Candidate)	Candidate Passing SSC (Std. X) and HSC (Std. XII/10+2 level) examination (any stream) or equivalent examination from a recognized institution in Maharashtra state & candidate is Domiciled in State of Maharashtra.
2.	Type – B (Maharashtra Domiciled Candidate)	Candidate Passing SSC (Std. X) and HSC (Std. XII/10+2 level) examination (any stream) or equivalent examination from a recognized institution in Outside Maharashtra state. And Candidate Father/ Mother/ Husband of the candidate is domiciled in the state of Maharashtra.

Note : **Type-A** candidate should produce the leaving or Bonafide certificate issued by the School / College where the candidate passed / appeared the HSC (Std XII). These candidates should also produce the Domicile Certificate of candidate at the time of submission of “Application form for Admission through CAP”

Type-B candidate should produce Domicile Certificate of candidate at the time of submission of “Application form for Admission through CAP”

The Candidate should refer to the documents required in Annexure – II.

2.6 Eligibility Criteria to be considered for admission to Outside Maharashtra State (OMS) Quota Seats:

Type of Candidates	Requirement
Outside Maharashtra State candidate (OMS)	OMS Candidate should be an Indian National candidate and should have passed SSC (Std. X) and or HSC (Std.XII) examination or Equivalent from an institute situate outside state of Maharashtra. <u>Those Indian National candidates who are not fulfilling the criteria of Maharashtra state candidates will be treated as OMS candidates.</u>

3.0 Reservation for Maharashtra State candidates:

3.1 Reservation for Backward Class Category candidate:

The percentage of seats reserved for backward class Category candidates from Maharashtra State in the Govt. Institutions is as per the details shown in the table below. **The percentage of reservations is the percentage of the seats available for Maharashtra State Quota seats coming under the purview of the competent authority. If a candidate fails to claim reservation for backward class at the time of confirming Application form and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.**

No.	Category of reservation	Reservation %
1.	Scheduled Caste and Schedule Caste converts to Buddhism (SC)	13%
2.	Schedule Tribes (S.T.)	07%
3.	Vimukta Jati (V.J) and De Notified Tribes (D.T.)	03%
4.	Nomadic Tribes (N.T.-1)	2.5%
5.	Nomadic Tribes (N.T.-2)	3.5%
6.	Nomadic Tribes (N.T.-3)	02%
7.	Other Backward Classes (O.B.C.)	19%
	Total	50%

- Note:**
- 1) The candidates belonging to **Special Backward Class (S.B.C.)** will be offered reservation up to 2% of the seats available for Maharashtra State Quota which is coming under the purview of the Competent Authority subject to condition that seats remain Vacant in the reserved Category at the end of Stage II. Of allotment
 - 2) Reservation for backward class candidates shall be available in Un-Aided colleges and it will be 47.5% of the sanctioned intake i.e.50% of CAP seats.
 - 3) The seat tag for reserved Category candidates shall be removed during the vacancy round of admission of CAP Round by Counseling as well as at institute level.
 - 4) Candidate should refer to the list of documents required in Annexure II.
 - 5) If the Candidates to have **Hostel Facility (Boys)** should submitted their Income Certificate.

3.2 **Reservation for Sons / Daughters of Defence Service Personnel:**

Five (5) percent seats of the total sanctioned intake for 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 (D1).
- Children of active service personnel who are domiciled in Maharashtra State (D2).
- Children of active service personnel (D3).

Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.

Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC (Std. XII) examination of Maharashtra State of Secondary and Higher Secondary Education or its equivalent examination from a school / college situate in the State of Maharashtra. These seats are within the sanctioned intake. A combined single merit list of all eligible D-1, D-2 & D-3 Candidates belonging to each of the University area shall be prepared. Admission against these Defence Category seats will be made strictly on the basis of inter se merit of combined **single merit list** of all eligible D-1, D-2 & D-3 Candidates.

3.3 **Physically Handicapped Candidates :**

As per the provisions in clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, **three percent (3%)** seats of total sanctioned intake capacity of all the institutions / colleges coming under CAP shall be reserved for physically handicapped candidates.

- i) **PH-1: 1%** seats shall be reserved for visually impaired (blind) candidates (Type P1) *{Not eligible for BFA (Visual Art)}*
- ii) **PH-2: 1%** seats shall be reserved for speech & hearing impaired (dumb & deaf) candidates (Type P2).
- iii) **PH-3: 1%** seats shall be reserved for candidates with orthopedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dystrophic, and Spastic (Type P3) **these seats are within the sanctioned intake capacity.**

Note: The certificate (Performa F) should be clearly that the extent of disability is more than 40% and the disability is permanent in nature.

It should be noted that the physically handicapped candidates on admission to B.F.A. degree course will not be given any exemption or additional facilities in the academic activities other than those which may be provided by the respective Universities.

3.4 **Reservation for female candidates :**

As per the provision made in Govt. Resolution No.GEC-1000/ (123/2000)/Tech.Edu-1, dated– 17th April, 2000. **30% Seats** available for Maharashtra State CAP shall be reserved for female candidates. This reservation shall be applicable for Open, SC, ST, VJ, NT-1, & NT-2, NT-3, and OBC Categories.

There shall be no reservation for Female candidates under Defence, Physically Handicapped and SBC categories.

4.0 Assignment of merit Number:

4.1 Merit Number: Each eligible candidate who has submitted application form on or before the last date prescribed for the submission of Application form for admission through CAP will be assigned a Merit Number based on the following criteria. MH-AAC-CET 2013 examination will be as per the following mentioned pattern.

4.2 There will be THREE practical Subjects each of 50 marks and one General Knowledge (objective type) paper of 40 Marks.

4.3 Assignment of merit number will be out of 200 marks, out of which 150 marks for practical examination, 40 marks for General Knowledge (Objective type) examination. **And**

10 marks are as credit marks to the candidates who have passed Intermediate Drawing Grade Examination.

The Grace marks awarded for passing Intermediate Drawing Grade Examination are as mentioned below:

“A” Grade	:	10 Marks
“B” Grade	:	06 Marks
“C” Grade	:	04 Marks

Those candidates who have not passed the Intermediate Drawing Grade Examination will also be eligible for appearing for the MH-AAC-CET 2013 examination, but such candidates will not be given any credit marks as reserved for those who have passed the Intermediate Drawing Grade Examination.

Assignment of a Merit number does not indicate or ensure admission to any seat. All eligible Maharashtra State Candidates, OMS candidates should note that, a separate merit list of all eligible candidates (Rule 2.2/2.3) shall be prepared based on the MH-AAC-CET 2013 score (out of 200 marks) only, relative merit in case of a tie (i.e. equal marks in MH-AAC-CET 2013) shall be resolved as per rule no.4.2.

4.4 Relative merit in case of tie:

In the case of candidates securing equal number of marks in MH-AAC-CET 2013, their relative merit will be fixed on the basis of the following in the order of preference given below:

- a. A candidate securing higher Marks in the paper Object drawing at MH-AAC-CET 2013 examination.
- b. A candidate securing higher marks in the paper Design at MH-AAC-CET 2013 examination.
- c. A candidate securing higher marks in the paper Memory Drawing at MH-AAC-CET 2013 examination.
- d. Birth Date of Candidate (Elder Candidate will be given preference.)
- e. A candidate securing higher grade in Intermediate Drawing Grade Examination.
- f. A candidate with higher aggregate percentage in SSC (10 Level) Examination or an equivalent Examination.

4.5 Change of Marks due to Verification.

If the marks in the qualifying examination get modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the Competent Authority immediately.

- Note:**
1. Merit list of Maharashtra State Candidates so prepared shall indicate a General State Merit Number, State Level Category Merit No. (As applicable.)
 2. Assignment of a Merit number does not indicate or ensure admission to any seat.

5.0 Rules for Admission through Centralized Admission Process (CAP):

This section explains the various stages and procedure adopted for CAP. Candidates seeking admission to Bachelor of Fine Art courses are required to appear for MH-AAC-CET 2013 conducted by the competent Authority. For the Academic Year 2013-14, the competent Authority shall conduct total three rounds of centralized admission. The CAP shall consist of computer allotment for first two (2) rounds of centralized allotment where in eligible Candidates of respective rounds will fill & confirm separate Online Option forms for respective rounds. Seats remaining vacant after the Round-2 will be filled up in third round which is a counseling round which will be held at the center designated by competent authority Seats if any remains vacant after the counseling round shall be filled up at the Institute level as per the inter-se merit. The scheme of allotment through multiple rounds is designed to prevent loss of academics and to make the CAP Rounds meaningful and effective rather than formal and ineffective. The rounds are so designed with the purpose that, maximum vacant seats are filled in without creating further resultant vacancies on account of shifting of students to whom already allotment has been made in earlier rounds of CAP. This step is required to enable the colleges to start the academic immediately to complete the term in time Summary of CAP Process is as follows:

Round No.	No. of Options to filled in	No. of option allotted for which confirming Admission is Mandatory.	Remark
First	14 Options (Min.1 & Max. 14)	Any one of the first 5 options	Candidate has to confirm the admission, if he/she gets allotment of any one choice from first five options. Such candidates will not be able to participate in further rounds of CAP i.e. Round – 2 and Round -3 irrespective of the fact that such candidate confirms the admission or not. Other candidates who have got allotment between 6-14 may also confirm the admission if he/she wishes so, however such candidate will not be able to participate in further rounds of CAP i.e. Round 2 & 3.
Second	14 fresh options (Mini.1 & Max.14)	Any one of the first 8 options	Candidate has to confirm the admission, if he/she gets allotment of any one choice from first eight options. Such candidates will not be able to participate in further round i.e. Round

			three irrespective of the fact that such candidate confirms the admission or not. Other candidates who have got allotment between 9-14 may also confirm the admission if he/she wishes so, however such candidate will not be able to participate in further round i.e. Round -3.
Third (Round for counseling)	--	Seats available will be offered to candidates eligible to participate in Round 3 as per inter se merit	No seat tag of reservation shall be maintained in this round. All available seats will be offered only to Maharashtra State Candidates who are eligible to participate in Round -3

Admission by Counseling

- Note:**
- ▶ Seats available shall be treated as GENERAL seats.
 - ▶ Seats will be allotted to candidates as per their inter se merit.
 - ▶ Candidate has given of any one of the institute option and Course respectively.
 - ▶ All category candidates (including Backward Class) shall be considered for allotment (Whether they are allotted any seat in earlier stage OR not) in all stages.
 - ▶ Counselling Round not for OMS (Out of Maharashtra State)

5.1 Admission Rounds:

5.1.1 Round -1 A: Direct Allotment CAP Round for Maharashtra State Candidates:

Round for Maharashtra State candidates seats:

This round will be carried out for all the seats coming under the preview of the competent authority. Allotment of seats is carried out as per the logic explained bellow.

General Notes:

- ☐ Allotment for seats will be carried out as per *inter se merit* of Maharashtra State candidates.
- ☐ Seats will be allotted to candidates as per their *inter se merit*, as per the options /preferences given in the option/preference form and the number of seats available at that point of time in the stage.
- ☐ All the candidates eligible for a particular stage of allotment will be considered for allotment for a seat in that stage even if they have been allotted / not allotted a seat in the previous stage.
- ☐ During the allotment of any stage, the candidate may get upward shift in the allotment with reference to the options given by the candidate in the option form according to availability of seats at that point of time.
- ☐ 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 & as per *inter se merit*.
- ☐ Allotment against the first available option in the order of options mentioned in the option form is retained as final allotment.
- ☐ The allotment list will be made available on website www.doa.org.in The allotment will show only the final allotment.
- ☐ No personal communication /Allotment letters in this regard will be issued.
- ☐ Logic of allotment for various stages is explained below.

5.1.2 Logic for Allotment:

Stage –I: For all the MS candidates

- **All the candidates** (open/reserved/male/female) of all the Categories shall be considered for allotment as per their *inter se merit*.
- **Backward class Category** candidates shall be considered for allotment in open Category seat by virtue of their merit or in their respective Category of reservation if open Category seats are not available at their merit.
- **SBC Category** candidates shall be considered for allotment in open Category by virtue of their merit, or, in their original Category of reservation, if open Category seats are not available at their merit.
- **Physically handicapped Category** candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open Category as per their inter-se merit if the seats reserved for physically handicapped candidates are not available at their merit.
- **Defence Category** candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in open Category as per their inter-se merit if the seats reserved for defence Category candidates are not available at their merit.
- **For the female candidates**, the availability of seat shall be checked in the following order:
 1. in the seats reserved for females in open Category,
 2. in the general seats in open Category,
 3. in the seats reserved for females in respective caste Category,
 4. in the general seats in their respective caste Category.

Stage – II: For respective Backward Class Category candidates.

On completion of Stage -I, if any of the backward class Categories mentioned above, does not get the required number of female candidates for the percentages laid down, the seats so remaining vacant shall be considered for allotment to male candidates belonging to the respective Backward Class Category.

Stage –III: For Special Backward Class Category candidates.

On completion of Stage-II, if any of the backward class Categories mentioned above, does not get the required number of candidates for the percentages laid down the seats so remaining vacant shall be considered for allotment to all the candidates (male and female) of Special Backward Class (SBC) Category as per their *inter se merit*, limited to the extent of two per cent seats of sanctioned intake capacity for the course.

Stage – IV: For Respective groups of Backward Class Category candidates.

* All the Backward class Category candidates will be considered for allotment in this stage in the groups as mentioned below.

- Group 1:** i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC).
ii) Scheduled Tribes including those living outside the specified areas (ST).
- Group 2:** i) Vimukta Jati (VJ) / Denotified Tribes (DT) – NT (A)
ii) Nomadic Tribes (NT-1) NT (B)
- Group 3:** i) Nomadic Tribes (NT-2) NT (C)
ii) Nomadic Tribes (NT-3) NT (D)
iii) Other Backward Class (OBC).

* On completion of Stage – III, the seats remaining vacant in the respective group of **Backward Class** Categories as mentioned above, shall be considered for allotment as per the *inter se merit* of the candidates belonging to respective groups.

Stage – V: For all Backward Class Category candidates.

The seats reserved for backward class Category candidates remaining vacant after completion of Stage – IV, shall be considered for allotment to the candidates of all reserved Categories together, on the basis of their *inter se merit*.

Stage – VI: For Defence Category candidates.

The seats reserved for defence Category candidates remaining vacant after completion of stage-V, shall be considered for allotment to the candidates of the entire sub Category of defence (D-1, D-2 & D-3) together, on the basis of their *inter se merit*.

Stage – VII: For Physically Handicapped Category candidates.

The seats reserved for physically handicapped Category candidates remaining vacant after completion of Stage-V, shall be considered for allotment to the candidates of all the sub Category of Physically Handicapped (namely P-1, P-2, & P-3) together, on the basis of their *inter se merit*.

Stage – VIII: For all candidates without any reservation.

The seats remaining vacant after competition of Stage-VII shall be considered for allotment to all the candidates (open/reserved/male/female) on the basis of their *inter se merit*.

5.1.3 Direct Allotment Round -1A – CAP Round for OMS candidates.

This round will be carried out for OMS Quota seats which are coming under the preview of the competent authority for OMS candidates who have applied for admission to the First Year of Bachelor of Fine Art Degree course under this Quota.

Seats Available: Seats available for this round are as mentioned in the rule 1.4.1.

General Notes:

- Allotment for these seats will be carried out as per *inter se merit* of OMS Quota merit list.
- Seats will be allotted to candidates as per their *inter se merit*, as per the options given in the option form and the number of seats available at that point of time in the stage.

- Allotment against the first available option in the order of options mentioned in the option form is retained as final allotment.
- The allotment list will be made available on website www.doa.org.in the allotment will show only the final allotment.
- **No personal communication / Allotment letters in this regard will be issued.**

5.2 Reporting after allotment in CAP Round 1:

- After the display of allotment list in CAP Round-1, candidate should report to the respective Institutes where they have been allotted a seat as per the notified schedule of the admission process.
- Candidates shall report to the concerned institute with allotment letter & all original certificates needed to substantiate the claims in the application regarding eligibility and reservation as specified in **Annexure-II**.
- If a candidate fails to substantiate the claims made at the time of submitting the application form by submitting the necessary original documents within the reporting time for Round – 1 allotment, the candidate forfeits the claim on the allotted seat.
- 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 certificate 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 4 working days after the date of payment of fees.**
- After scrutiny of original documents, the candidate will have to pay prescribed full fees immediately in the **form as prescribed by the concerned institute** and confirm the admission offered. In case of Govt. colleges, candidates are required to pay the tuition fees in the form of **Demand Draft** in favor of the Principal/Registrar/Director as the case may be **OR** in Cash if demanded by the College/Institution.
- If Candidate fails to pay the prescribed fees within the reporting time for CAP Round allotment, the candidate forfeits the claim on the allotted seat immediately.
- If a candidate is offered admission, his or her original school/college Leaving Certificate (After qualifying examination) will be retained by the concerned Institute. This original certificate will not be returned to any candidate once admitted to a course at the institute unless the candidate cancelled his /her admission. All other certificate will be verified by the Institute at the time of admission & returned to the candidate.

5.3 Round – 2 : Eligible candidates for CAP Round II

The entire Candidate, whose names appeared in the Merit list of CAP Round-I **excluding** following candidates: All such candidate(s), who were allotted a seat in CAP Round-I at Option No. 1-5. All such candidate, who were allotted a seat in CAP Round – I at option No. 6-14 and confirmed their admission,

Round – 2 A:

Direct Allotment CAP Round for Maharashtra State candidates:

This round of CAP admission will follow the process same as Round-1 A, rule 5.1. The rules for reservation shall be followed. The seat type of vacant seat shall be considered for allotment.

Round – 2 B:

This round of CAP admission will follow the process same as Round-1 B, rule 5.1.

5.4 Reporting after allotment in CAP Round II.

Similar as per Rule 5.2.

5.5 Round– 3: Admission Round by counseling for seats remaining vacant in Government Institutes / Un-Aided Private colleges after CAP Round III. (Rule 5)

5.5.1 Eligible candidates for Round III.

The candidate whose names have appeared in the Maharashtra Merit List 2013 published by the Directorate of Art M.S..

excluding the candidates who have:

- a. Secured an allotment in CAP I and CAP-II
- b. Confirmed their admission in any one of the Institutes.

This admission round s conducted by the competent authority as per the inter se merit. Vacant seats position after the completion of Round-II will be displayed on the website as well as in all the colleges/Institute. Dates for such admission will be as per the schedule. Candidate willing to secure admission in this round should in person at the counseling center designated by the competent authority.

Rule of Reporting for CAP Round-III

- Eligible candidates must report **in-person** at the venue of “Center of Admission” in order to secure admission in this of admission strictly as per the notified schedule. Candidate who reports late will not be allowed to participate in this round.
- Candidate is required to pay processing fees of CAP Round-III, **₹ 500/- in cash** at the center of Admission and obtain a receipt for the same.
- The candidate will report as per schedule at the following Center of Admission along with the necessary original documents and carry part payment of non-refundable fees of **₹ 1000/-in cash or DD** in Favor of respective Dean/Principal of the concerned Institutes as per display on the website.

- Eligible Candidates who report to the Admission Center will be offered admission to available seat as per the inter se merit of candidates.
- The admission will update the confirmation of the candidate's on DOA website through the Institute login within schedule.
- Candidate will have to report later on to the respective Institute for paying balance fee (i.e. Total fees as notified by Government and University **less ₹ 1000/-** paid by candidate at **Respective Institute**). If Candidate fail to report to the Institute and pay the balance fee on or before the last date of reporting at the Institute then the candidate shall lose the claim on the allotted seat as well on the part payment of fee ₹ 1000/- paid by the candidate at the Center of Admission.

NOTE:

At the end of CAP Round III if any seat is vacant and candidate is not willing to confirmed admission from Maharashtra Merit List at this circumstances the principles of the respective colleges shall invite applications for the seats available by giving publicity at least in two newspapers. Vacancies are also to be displayed on the notice board of the college. Detailed schedule of the admission process (approved by Competent Authority of Directorate of Art M.S.)

For Maharashtra state candidates, criteria of any kind of reserved seats are removed in this round. All the candidates (open/reserved/male/female) of all the Categories as per state level merit list as per their inter se merit.

All the seats vacant due to non-reporting/non-allotment/cancellation for OMS shall be filled by Maharashtra state seats.

Seats available : The vacancies within sanctioned intake at the end of the Round 2A/2B shall be filled with reference to inter se merit of all eligible candidates in the state level.

5.5.2 Guidelines for the admission process for Institute Level seats:

- All admission shall be done in fully fair and transparent manner & shall be Merit based.
- The Principals of the respective Un-aided Fine Art Colleges shall invite applications for the seats available by giving publicity at least in two newspaper. Institute are required to mention the name of newspaper in which available seats will be notified in their prospectus/brochure. Detailed schedule of the admission process is also to be displayed.
- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the principal of the respective colleges for admissions. These admissions will be made in a transparent manner and strictly as per the merit of the candidates who have applied to the institute.
- Information brochure/prospectus of the Institute which specifies rules of admission should be published well before the commencement of the process of admission for seats to be filled at the institute level. All the information in the brochures should also be displayed on the Institutes website.

Note: This CAP-III Round not for OMS Candidate.

6.0 Fees, concessions, cancellations and refund for Govt. Colleges/ Institutions:

6.1 Fees Prescribed:

6.1.1 For Maharashtra State Candidate:

As per Govt. resolution and the sanction by Govt. of Maharashtra the fees will be charged from the candidates for admission to First Year Course of B. F. A. in Govt. Institutes. The Fees for un aided private colleges shall be declared by Shikshan Shulk Samiti.

* The actual fees as directed by the Govt. of Maharashtra will be a binding on the candidate. The fees prescribed will be as per the directives of Govt. of Maharashtra (Govt. Resolution No ADR-2008/(144/08)TE-6 Dt. 1/1/2011) as and when those are received and shall be the binding on these candidates. The Fee structure, excluding other fees, for OMS, J. & K. Migrant, GOI Nominee, Foreign National, Foreign Students and PIO, Children of Indian workers in Gulf countries candidate in Government Colleges is as follows:

Note: Tuition fees will not be charged from the students of the Category of SC, ST, VJ /DT, NT-1, NT-2, NT-3, OBC, SBC.

Note: Candidates claiming for the fee concession under reservation Category shall produce the Caste Certificate from Executive Magistrate. Candidate claiming for fee concession under NT1, NT2, NT3, VJ/DT, OBC, SBC Category shall also produce Non-creamy layer certificate issued after 1st April 2013. No additional fees other than the University Fees as prescribed by the University and the Hostel Fees in case of candidates opting for hostel accommodation shall be charged at institute level from the candidate.

6.1.2 For OMS, J. & K. Migrant, GOI Nominee, Foreign National, Foreign Students and PIO, Children of Indian workers in Gulf countries

Details	OMS, J & K Migrant, GOI Nominee	Foreign National, Foreign Student, & PIO Candidate	Children of Indian Workers in Gulf Countries
Tuition Fees	₹ 10,000/-	US\$ 1,000/-	US\$ 500/-
Development Fees	₹ 10,000/-	US\$ 1,000/-	US\$ 1,000/-
Studio and Laboratory Fees	₹ 10,000/-	US\$ 1,000/-	US\$ 500/-
TOTAL	₹ 30,000/- Per annum + Others ₹ 2300/-	US\$ 3,000/- Per annum + Others ₹ 13500/-	US\$ 2,000/- Per annum + Others ₹ 4000/-

Note: In addition to above fee candidates belonging to the category of Foreign Nationals/Foreign students/PIO (Except citizens of Pakistan and Bangladesh) / Children of NRI have to pay the processing fee of ₹ 25000/- (Rs. Twenty Five thousand only) at the time of application by DD drawn in favor **‘Director, Directorate of Art, Dr. D. N. Road, Fort, Mumbai**, payable at Mumbai. The candidates belonging to the category of Children of Indian workers in Gulf Countries/Candidates of SAARC countries (Except citizens of Pakistan and Bangladesh) have to pay the processing fee of ₹ 15000/- (Rs. Fifteen thousand only) at the time of application by DD drawn in the favor of **‘Director, Directorate of Art, Dr. D. N. Road, Fort, Mumbai**, payable at Mumbai.

6.2 University Fees:

The candidate shall be required to pay the fees as prescribed by the concerned University from time to time.

6.3 Caution Money:

Caution money deposits received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, the amount of caution money deposit shall be credited to Government in case of Govt. Colleges/institutes, if candidate does not apply for refund, within 3 complete financial years after the date of successful completion of the course, whichever is earlier.

6.4 Concession in tuition fees:

6.4.1 E. B. C. Concession:

Candidates claiming concessions for Economically Backward Class (E.B.C) shall produce a **certificate from the Executive Magistrate** to the effect that the candidate belongs to EBC Category at the time of admission. They shall on admission, also submit an application in the prescribed form for being granted the concession of free education to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay necessary fees. The concessions in tuition fee at the time of admission will be given only for Government colleges/Institutes.

6.4.2 Concession for sons and daughters of teaching and Non-teaching staff of Primary Secondary and Higher Secondary Schools.

The candidates claiming concessions for sons and daughters of Primary, Secondary and Higher Secondary Schools (Junior colleges) teachers or non-teaching staff produce at the time of admission:

- A declaration in a format as prescribed by the Government.
- A certificate from Head of School or College in support of the statement made in declaration duly endorsed by the Education Officer of the Area. They shall, on admission, also submit an application in the prescribed form for being granted the concession of free education, to the appropriate authorities through the college to which they are admitted within one month from the actual date of joining of college or as may be required. The students shall note that applications received after the due date may not be considered and in that case, they will have to pay the necessary fees. The concession in tuition fee at the time of admission will be given only for Government colleges/institutes.

6.5. Cancellation of admission:

- i) The candidate should have secured admission by paying necessary tuition fee and should have submitted original certificates before he/she applies for cancellation. In case candidate fails to submit any of the original documents within the permissible time limit, (i.e. 4 working days after the date of admission) the admission shall be treated as cancelled. Refund of fees shall not be applicable to such candidates.
- ii) The candidate desirous of canceling admission shall apply for cancellation in the **Performa - O** only.
- iii) Last date of admission will be the date as permissible by the respective Universities.

6.6 Issue of College Leaving Certificate:

- i) If during the course of studies, a candidate desires to discontinue studies for any reasons whatsoever, he/she shall be allowed to do so and it shall be presumed that he/she has cancelled admission at that stage. The Dean shall issue College Leaving Certificate and fees shall be refunded as per the rules mentioned.
- ii) If the admission is cancelled on or before 40th day from the last date of reporting after first round, the original college-leaving certificate on the strength of which a candidate was admitted shall be returned.
- iv) If the admission is cancelled after the 30th day from the last date of reporting after first round, the leaving certificate from institution/college where the candidate was finally admitted should be issued.

6.7 Part refund of Tuition, Development and Other fees:

The candidate who has been provisionally admitted may cancel admission by submitting an application in duplicate, in the prescribed Performa-O and may request for refund of fees. The refund of fees as applicable shall be made in due course. It is made clear that such application for cancellation will be considered if and only if the admission is taken provisionally by paying the prescribed tuition fee and by submitting the original documents as mentioned in Annexure - II. Refund of shall be made after deduction of the cancellation charges as shown below:

Sr. No.	SITUATION	REFUND AMOUNT
1	Request for cancellation of admission is received before the date of start of academic session and the seat could be filled by the institute before the cutoff date	Entire fee less ₹ 1000/-
2.	Request for cancellation of admission is received after the start of academic session and the seat could be filled by the institute before the cutoff date	Entire fee less the total fees (i.e. Tuition ,development & Hostel Fees) on pro rata basis*

3.	Request for cancellation of admission is received before/after the date of start of the academic session and the seat could not be filled by the institute before the cut of date	No refund (except the security deposit)
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Note :-

1. Amount of security/caution Money Deposit is to be refunded entirely to candidate.
2. For the calculation of amount on the pro-rata basis, one month shall be treated as one unit e.g. if the candidate cancels the admission on third day after start of the academic session and the seat is filled on/before the cutoff date, then cancellation amount will be, total fees/12 or ₹ 1000/-, whichever is higher.
3. The candidate who has secured admission under reserve category and has not paid any fee shall pay ₹ 1000/- as cancellation charges.

The processing fees up to ₹ 1000/- shall be deducted as per AICTE Public Notice (Advt. No. AICTE/Legal/04(01)/2007).

Note: In case of candidates belonging to SC/ ST/ VJ/ DT/ NT1/ NT2/ NT3/ OBC/ SBC who have secured a seat, the amount of cancellation fees as specified in the Sr. No. 1 of the above table is to be levied on the candidates as cancellation charges on cancellation of admission before handing over the original certificates.

6.8 Part refund of Tuition, Development and Other fees of institute level admission in Un Aided Private Colleges/Institutes:

The processing fees up to ₹ 1000/- shall be deducted as per AICTE Public Notice (Advt. No. AICTE/Legal/04(01)/2007).

6.9 Transfer of Candidate:

Transfer of candidates from one University to another University is applicable only for 2nd Year B. F. A. in the relevant course provided. For the transfer purpose N.O.C. should bring by the students from both the institutes. This will be happen only if the vacant seats availability. (see university rule)

7.0 Action to be taken in case of excess admissions and late uploading of Admitted Candidates.

7.1 Excess admission

- Excess admission over the sanction intake shall not be allowed under any circumstances.
- In case any excess admission is reported/noted by DOA, appropriate penal action will be initiated against the Institution.
- The Institution shall be liable to following punitive action from any one or more of the following by the DOA.

- Surcharge amounting five times the total fees collected per student shall be levied against each excess admission
- Seats equal to double the number of excess admission shall be reduced from intake in the subsequent academic year
- Suspension of approval for supernumerary seats
- No admission status in one/more courses
- Withdrawal of approval for Institution/ programme / course
- Institution shall be listed as defaulter and defaulter list shall be communicated to Government/ AICTE and will be published on DOA website for the information of general public

7.2 Late uploading of Admitted candidates on DOA web site.

- After the display of allotment list in each Round, candidates should report to the “**Respective Institutes**” as per the notified schedule of the admission process. (Refer Annexure-I for procedure & rules of reporting of each Round of Centralized Admission)
- Candidates shall report to the concerned institute with all original certificate needed to substantiate the claims made in the application regarding eligibility and reservation.
- After security of original documents at the concerned institute, the candidate will have to pay prescribed full fee immediately in the form **as prescribed by the concerned institute** and confirm the admission offered.
- The Dean/Principal of the **respective institute** is required to carry out “**Online Update**” of the **confirmation/cancellation** of the candidate’s admission on website through their Institute login, at the time when the candidate is being **admitted/cancelled** at the Institute.
- The system shall automatically generate letter of **confirmation/cancellation** of the admission as an acknowledgement.
- It is responsibility of the Dean/Principal of the respective institute to update the status of the reporting of the candidate. If the institutes fail to update the status of reporting in schedule time, then such unreported seat(s) will be filled in subsequent CAP rounds and the institute will have to adjust these unreported candidate(s) against the institute level seats.
- If the institute fails to update the status of cancellation of the candidate on the date of cancellation through “Online Update”, then strict action shall be taken against such institutes. It is mandatory to cancel the admission through online system only and issue a printout of the “Online Receipt Of the Cancellation” to the candidate with due seal and signature of the authority of the institute.
- The CAP allotment list will be available to the institute through their Institute Login. The list can be collected from Directorate of Art also. **The Institute should update the information**

of the reported candidates, allotted under CAP “Online update” when a candidate is reporting to the institute.

- **Rounds of admission for Institute level seats and for the seats remaining vacant after CAP should be carried out separately and it should be clearly displayed on the Notice board of the institute.**
- If the institute fails to update the reporting of the candidate through “online update”, the action shall be taken against the institute as per the GR dated 29.03.2008.
- List of the admitted candidate three copies of list are to be printed and to be submitted to the Directorate of Art M.S, duly signed by the Dean/Principal within 7 days from the cutoff date.
- The Directorate of Art shall verify the supporting documents and forward the list of admitted candidate to the University along with the remarks of Director for final approval.

Important Note: All the institutes are required to complete admission process on or before the cut-off date as specified in the schedule. Any admission carried out after cut-off date will not be approved by DOA and University.

8.0 Miscellaneous:

- » The medium of instruction for Degree Course in B. F. A. in all the University is English / Hindi / Marathi.
- » Admission of candidate who has been admitted to any college will be treated as finally confirmed only on production of the Eligibility Certificate from the University to which the college is affiliated and the final approval to the admitted candidates from the Director of Art, Maharashtra State, Mumbai.
- » Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Fine Art Education for further necessary action. It is to be noted that physically handicapped candidates are not provided with any additional facilities as far as the academic activities pertaining to the course is concerned.
- » Head of the institution may verify the antecedents of any candidate through the appropriate police and submitted to the Regional Head for further necessary action.

9.0 Hostel accommodation:

For the students admitted to Sir J. J. School of Art, Mumbai and Sir J. J. Institute of Applied Art, Mumbai, 120 Seats are available at Sir J. J. School of Arts, Bandra (East), Mumbai – 400 051. The students from first year to final year are accommodated in this seat quota. Hostel facility is also available at Bharati Vidyapeeth's college of fine art, Pune and Padmashree Dr. D Y. Patil College of Applied Art & Craft, Pune of their own. The Hostel accommodation shall be given after interview/counseling. Essential documents should be produced at the time of admission (Income certificate).

Note: * **Due to the development, repairing & construction work of the Hostel, situated at Kalanagar, Bandra (East), Mumbai- 400 051. which is ongoing now at present the accommodation for the newly admitted students in the academic year 2013-14 will not be possible & may be delayed till the work is completed which please be noted by the students.**

10.0 Conduct and discipline:

- Notwithstanding anything contained in these rules, if the Govt. takes any policy decisions pertaining to first year B. F. A. admission, then the same shall be brought in to effect at that point of time as per the directives from the Govt. from time to time.
- The students while studying in any college, if found indulging in anti-national activities contrary to the provision 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.
- **Action against ragging: Maharashtra Prohibition of Ragging Act 1999 (Mah XXXIII of 1999) and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2013-14) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th 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 penalty, which may extend to ₹ 10,000/-.
 - (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, 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 provision, 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 situated for further action. Where on enquiry by the head of the educational institution it is found that there no substance, prima facie, 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) If any of the statement made in the application form or any information supplied 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 Dean. An appeal against the order of expulsion, however, may be preferred within 7 days to the Director of Art, Maharashtra State, Mumbai, whose decision in such cases will be final.

11.0 Undertaking:

All candidates who have applied for admission shall be deemed to have submitted the following undertaking: I have read all the Rules of Admission and after understanding these rules thoroughly, I have filled in the application form for admission for the current academic year. The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statement made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Dean.

- a) I have not been debarred from appearing at any examination held by any Govt. constituted or statutory examination authority in India.
- b) I fully understand that the allotment of a course will be made to me depending on my *inter se* merit, order of options given by me and availability of a seat at that point of time in the stage.
- c) I understand that no document after the last date of submission will be entertained for the purpose of claims or concessions etc. in connection with my admission unless otherwise mentioned in the rules.
- d) I am fully aware that the Competent Authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice boards of concerned institute/college for the allotment.
- e) I am aware that any rule imposed by the University such as ‘imposing limits on the number of attempts permissible to pass any examination’ shall be binding on me.
- f) I hereby agree to confirm to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the college which may result in disciplinary action against me under these rules, acts and laws referred to.
- g) I fully understand that the Dean of the college where I would be admitted has a right to expel me from the college for any infringement of the rules of conduct and discipline prescribed by the college or University or Government and the undertaking given above.
- h) Conditions of minimum attendance: I am fully aware that, I will not be allowed to appear for the examination if I do not attend minimum 75% classes of theory, practical, studio practice etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily 100% assignments, tutorials, as specified by the University within stipulated time limit.**

विद्यार्थी मित्रांनो, कला संचालनालयातील अधिकाऱ्यांनी प्रथम वर्ष उपयोजित कला, रेखा व रंगकला इत्यादी अभ्यासक्रमाच्या प्रवेश प्रक्रियेसंबंधी माहिती देण्यासाठी महाराष्ट्राच्या विविध भागात भेटी देऊन चर्चासत्रे आयोजित केला होते. प्रवेश प्रक्रिया कशी होणार यासंबंधी सहयाद्री वाहिनीने कार्यक्रम आयोजित केला होता. जे विद्यार्थी यापासून वंचित राहिले त्यांच्याकरिता ही माहिती उपलब्ध करून देण्यांत येत आहे.

१. विद्यार्थींची गुणवत्ता यादी जाहीर झाल्यानंतर प्रत्येक विद्यार्थ्याला विकल्प अर्ज (ऑप्शन फॉर्म) भरून देणे बंधनकारक आहे. भरलेला ऑप्शन फॉर्म ॲप्लीकेशन रिसिप्ट सेंटर (अ.आर.सी.) मध्ये कन्फर्म करणे आवश्यक आहे. तो कन्फर्म न केल्यास संबंधित विद्यार्थी प्रथम वर्ष उपयोजित, रेखा व रंगकला होणाऱ्या केंद्रिभूत प्रवेश प्रक्रियेसाठी पात्र ठरणार नाहीत.

२. विकल्प म्हणजे काय?

महाराष्ट्र राज्यामध्ये तसेच उपयोजित, रेखा व रंगकला अभ्यासक्रम राबविणाऱ्या संस्थांची यादी या संचालनालयातर्फे माहिती पुस्तकात विद्यार्थ्यांना उपलब्ध करून देण्यात आलेली आहे. तसेच सदर माहिती संचालनालयाच्या वेब-साईट www.doa.org.in वर उपलब्ध करून देण्यात आलेली आहे. ही माहिती वाचताना विद्यार्थ्याने प्रामुख्याने काही बाबींचा काळजीपूर्वक नोंद करावी. संस्थांची माहिती देताना प्रत्येक संस्थेला अ.आर.सी.नुसार अनुक्रमांक दिलेला आहे. हा अनुक्रमांक देताना संस्थेनुसार विभागून दिलेला आहे. तसेच संस्थेतील अभ्यासक्रमांना देखील विषय निवडीसाठी अनुक्रमांक देण्यात आलेले आहेत. उदा. सर ज. जी. उपयोजित कला महाविद्यालय, मुंबई या संस्थेतील उपयोजित या अभ्यासक्रमाकरिता १२०२ हा क्रमांक दिलेला आहे. या क्रमांकांमध्ये

०१ हा क्रमांक सर ज. जी. कला शाळा, डॉ. दा. नौ. मार्ग. मुंबईकरिता आहे.

०२ हा क्रमांक सर ज. जी. उपयोजित कला महाविद्यालय. सर ज. जी. कलाशाळा आवार, मुंबईकरिता आहे.

०३ हा क्रमांक रचना सांसद कॉलेज ऑफ अप्लाइड आर्ट, शंकर घाणेकर मार्ग, प्रभादेवी. मुंबईकरिता आहे.

०४ हा क्रमांक भारती विद्यापीठ कॉलेज ऑफ फाईन आर्ट, पुणेकरिता आहे.

०५ हा क्रमांक डॉ. डी. वाय पाटील कॉलेज ऑफ फाईन आर्ट, पुणेकरिता आहे.

०६ हा क्रमांक शासकीय कला महाविद्यालय, औरंगाबादकरिता आहे.

०७ हा क्रमांक शासकीय चित्रकला महाविद्यालय, नागपूरकरिता आहे.

०८ हा क्रमांक चित्रकला महाविद्यालय, अमरावतीकरिता आहे.

०९ हा क्रमांक बी. एस्. बांदेकर कॉलेज ऑफ फाईन आर्ट, सावंतवाडीकरिता आहे.

१० हा क्रमांक के. के. वाघ कॉलेज ऑफ फाईन आर्ट, नाशिककरिता आहे.

अशाच पद्धतीने महाराष्ट्रातील सर्व संस्थांतील सर्व अभ्यासक्रमांना क्रमांक दिलेले आहेत ते सर्व क्रमांक माहिती पुस्तकात चॉईस कोड या कॉलम मध्ये नमूद केलेले आहे. हाच अभ्यासक्रम पूर्ण संस्थानमध्ये अभ्यासासाठी आहे.

३. एकाच संस्थेतील दोन किंवा अधिक अभ्यासक्रमासाठी मागणी करावयाची असल्यास विद्यार्थ्यास तितक्याच कोर्सेसकरिता विकल्प एकाच फॉर्ममध्ये पंसतीनुसार द्यावे लागतील. अशारितीने प्रत्येक विद्यार्थी प्रथम फेरीकरीता जास्तीत जास्त १४ विकल्प भरू शकतो व कमीतकमी १ विकल्प भरू शकतो. हा विकल्प भरताना विद्यार्थी महाराष्ट्रातील वेगवेगळ्या विद्यापीठातील संस्था व त्यात चालणाऱ्या अभ्यासक्रमाचे क्रमांक जोडून विकल्प तयार करू शकतो.

४. विद्यार्थ्यांकडून चूक होऊ नये म्हणून माहिती पुस्तकात संस्थासंबंधी तसेच संकेत स्थळावर सुध्दा सविस्तर माहिती देऊन त्यातील अभ्यासक्रमांची नावे व अभ्यासक्रमाच्या नावासमोर विकल्पाचा क्रमांक पूर्णपणे लिहिलेला आहे. तेव्हा विद्यार्थ्याने ऑप्शन फॉर्म भरताना माहिती पुस्तकातील तक्त्यातील चॉईस कोड या कॉलम मधील अंक जसाच्या तसा पसंतीनुसार लिहावा. हे प्रथम एका कोऱ्या कागदावर लिहून अेआरसी सेंटरमध्ये जावे किंवा आपल्या संगणकावरील अर्जामध्ये भरून घ्यावेत म्हणजे आपल्याला व अेआरसीलाही सोईस्कर होईल व वेळ वाचेल.

५. प्रथम फेरीसाठी जास्तीत जास्त १४ विकल्प उपलब्ध असून त्यापैकी पहिल्या ५ विकल्पासाठी विद्यार्थ्याने विचारपूर्वक निर्णय घेऊन अशा संस्था व अभ्यासक्रम निवडावेत की, ज्यापैकी कुठलाही १ विकल्प मिळाल्यास सदर संस्थेस व अभ्यासक्रमास प्रवेश निश्चित केला जाणार आहे व तो प्रवेश त्याला बंधनकारक आहे. जर विद्यार्थ्याने पहिल्या ५ विकल्पातील प्राप्त झालेल्या ठिकाणी प्रवेश निश्चित केला किंवा नाही, तसेच ज्या विद्यार्थ्याला विकल्प क्रमांक ६ ते १४ पैकी एका विकल्पानुसार प्रवेश मिळाला असेल व तो त्याने निश्चित केला असेल (प्रवेश घेतला असेल) अशा विद्यार्थ्यास पुढील सर्व फेऱ्यांमध्ये भाग घेता येणार नाही. त्यामुळे १ ते ५ ऑप्शनमध्ये अलॉटमेंट मिळाल्यास प्रवेश घेणे उचित ठरेल.

६. परंतु ६ ते १७ विकल्पापैकी कुठल्याही एका विकल्पानुसार प्रवेश मिळाला असल्यास त्यानुसार प्रवेश घेणे सदर विद्यार्थ्यास बंधनकारक राहणार नाही व असे प्रवेश निश्चित केले नसल्यास सदर विद्यार्थी केंद्रिभूत प्रवेश फेरी क्रमांक २ साठी पात्र ठरतो.

७. अशाच पध्दतीने प्रथम वर्ष बी. एफ. अे. प्रवेशासाठी उर्वरीत दुसरी व तिसरी फेरी राबविली जाणार आहे. तरी विद्यार्थ्याने या संबंधीचे माहिती पुस्तकातील नियम काळजीपूर्वक वाचावेत व कृतीत आणावेत. विद्यार्थ्याने आपल्याला मिळालेले सीईटीचे गुण, हवा असलेला कोर्स व महाविद्यालय यांची सांगड घालावी. प्रत्येक शाखा सारखीच महत्वाची आहे. आपल्याला कुठल्या शाखेत प्रवेश घ्यायचा ते प्रथम ठरवावे नंतर महाविद्यालये निवडावीत. असे करीत असताना गार्डन्स म्हणून संचालनालयाच्या वेब-साईटवर उपलब्ध असलेल्या मागील वर्षाच्या महाविद्यालय व त्यांच्या अभ्यासक्रमांकरिताचे प्रवेशाचे कटऑफ मार्क्स याचीही मदत घ्यावी. काहींना फक्त अभ्यासक्रमांकरिताचे प्रवेशाचे कटऑफ मार्क्स याचीही मदत घ्यावी. काहींना फक्त विशिष्ट महाविद्यालयातच प्रवेश हवा असेल तर त्या महाविद्यालयातील आपल्याला हवे असलेले अभ्यासक्रमाचे चॉईस कोड ऑप्शन फॉर्म मध्ये प्राधान्याने नमूद करावे.

८. ज्या विद्यार्थ्यांना त्यांनी दिलेल्या विकल्पानुसार प्रथम वर्ष बी. एफ. अे. केंद्रिभूत प्रवेश फेरी क्रमांक १ व २ या मध्ये कोणत्याही संस्थेत, कोणत्याही अभ्यासक्रमास प्रवेश मिळाला नसेल असे विद्यार्थी केंद्रिभूत प्रवेश फेरी क्रमांक ३ (कॉन्सिलिंग) साठी पात्र ठरतील. तसेच ज्या विद्यार्थ्यांनी आतापर्यंत कोणत्याही फेरीसाठी ऑप्शन फॉर्म भरला नसेल व ज्यांची नावे महाराष्ट्र राज्य बी. एफ. अे., अभ्यासक्रमासाठी जाहीर झालेल्या गुणवत्ता यादीत असलील अशा विद्यार्थी प्रवेश फेरी क्रमांक ३ साठी पात्र ठरतील. पात्र विद्यार्थ्यांनी जाहिराती मध्ये नमूद केलेल्या प्रवेश केंद्रावर स्वतः उपस्थित राहणे बंधनकारक आहे. सदर फेरीमध्ये केंद्रिभूत प्रवेश फेरी क्रमांक १ व २ नंतर बीएफअेसाठी रिक्त राहिलेल्या जागा उपलब्ध असली. या संबंधीची माहिती कला संचालनालयाच्या www.doa.org.in वेब-साईटवर उपलब्ध केली जाईल. प्रवेश घेण्यासाठी इच्छुक विद्यार्थ्यांनी रिक्त जागांची माहिती जाणून घेतल्यानंतरच सी. ई.टी. प्रवेश फेरी क्रमांक ३ साठी उपस्थित रहावे. या प्रवेश फेरीसाठी ऑप्शन फॉर्म भरून देण्याची आवश्यकता नाही. ही प्रवेश प्रक्रिया कॉन्सिलिंग (समुपदेशन) पध्दतीने गुणवत्तेनुसार राबविली जाईल. प्रवेश केंद्रावरसदर विद्यार्थ्याला उपलब्ध असलेल्या रिक्त जागांची माहिती दिली जाईल. त्यानुसार विद्यार्थ्याला हवी असलेली संस्था व अभ्यासक्रम उपलब्ध असेल तर विद्यार्थ्याने प्रवेश निश्चित करावा.

९. विद्यार्थ्यांनी वेब-साईटवर **Log In** करून फॉर्म भरल्यानंतर **Log Out** करण्याची खबरदारी घ्यावी.

- बिनचुक व सुधारीत माहिती www.doa.org.in या संकेतस्थळावर उपलब्ध असेल.

Annexure-I

Procedure for procuring, filling up of the Application form for MH-AAC-CET-2013 for Maharashtra State & OMS Candidates.

Stage I – Sale of Information brochure

- ☐ Information brochure along with specimen application form will be available at all the ARCs mentioned in **Annexure-III** for the aspiring candidates.
- ☐ All the information printed in the brochure and specimen application form will also be available on the website **www.doa.org.in** for browsing, downloading and printing.
- ☐ Price of the information brochure is ₹ 200/- in cash for all the candidates.
- ☐ Fees for Online submission of application form is ₹ 1500/- (₹ 2500/- for OMS candidates) for open Category candidates from Maharashtra State and Outside Maharashtra State (OMS) AND ₹ 1000/- for reserved Category candidates belonging to Maharashtra State only (i.e. Candidates having relevant backward class Caste Certificate issued by Maharashtra State authorities) in the form of **D.D.(Demand Draft)/Pay Order** of any Nationalized/Scheduled/ Private sector commercial bank drawn in favor of **‘Director, Directorate of Art, Dr. D. N. Road, Fort, Mumbai** payable at Mumbai. No other mode of payment shall be permitted. This fee is non-refundable and non-transferable under any circumstances.

Mention FA ID No. & Mobile No. on the Back side of the Demand Draft.

Stage II–Online Submission of Application Form:

- ☐ The Candidate should read the brochure carefully.
- ☐ Specimen Application Form is given in Annexure IX for reference only.
- ☐ Aspiring candidate is required to submit their application form online through the website **www.doa.org.in** within the scheduled time.
- ☐ Candidates will be able to fill in the **Online Application form** through any computer connected to Internet either from home/cyber café or at any of the ARCs.
- ☐ Candidates are required to pay ₹ 50/- in cash separately as facilitation charges at the facilitation center if the facilities are used.
- ☐ Candidates are required to enter his/her details as per the sample Application Form.
- ☐ The online software application hosted on the web site will validate the information filled in by the candidate and assign his/her unique Application ID. Using this Application ID, candidate will be able to login to the online admission system to update his/her status, check status of processing of his/her application form, allotment of CET center, check position in the merit list, allotment seat, submission of option form etc.
- ☐ The candidate can take the printout of his/her application form for further reference. It will display the list of the documents required by the candidate to substantiate the claims made on the application form. The candidate must note the Application ID on the sample application form

which will be required at the time of confirmation at the ARC and for any future reference to the information filled in by the candidate on the web site.

- ☐ The candidate can update the data himself/herself before confirmation of the application form at ARC through his/her login. Once the application is confirmed at ARC, the information cannot be change/edited.
- ☐ The candidate has to verify the correctness of the information filled on case of any correction, the candidate can do it Online before confirmation.
- ☐ The candidate should write his/her Application ID, Name and Address on the reverse side of the DD/PO before confirmation.

Stage III – Confirmation of Submission of Application Form.

This stage is **MANDATORY** for all candidates appearing for the MH-AAC-CET 2013.

Failure to confirm the online submitted application form at ARC/DOA office shall automatically make the candidate NOT ELIGIBLE for appearing for the CET 2013.

- ☐ All the candidates who have registered the Application form online should report to any convenient ARC along with DD/PO and two latest passport size photographs and original & attested copies of the required documents.
- ☐ The ARC officer shall verify the information of the candidate through his/her Application ID and collect the required documents.
- ☐ The ARC officer shall confirm candidate's application through web, attest his/her photographs and issue him/her the Acknowledge-cum-Receipt letter and Hall Ticket which will have the particulars of the candidate's profile, CET venue, Roll Number, important instructions, details of the application fee submitted in the form of DD/Pay Order.
- ☐ Online Applications will be considered valid for further processing only after the confirmation of the submission of Application form at the ARC.

Outside Maharashtra State Candidate:

- ☐ The OMS candidates should take the print out of online submitted application form and send the Application form for confirmation **only** to the **Directorate of Art, Maharashtra State, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai 400 001** along with Application fees in the form of DD/PO & attested copies of certificates by post/courier/hand with due attestation of their photograph by the Gazettes Officer on the Application form, so as to reach on or before scheduled date.

Note : *office not responsible if postage Delay for confirmation of application form by the candidate.*

- ☐ Write **“APPLICETION FOR MH-AAC-CET-2013”** and **Application ID** on the envelope. The application should reach this Directorate within scheduled time i.e. on or before scheduled date. The detail address of the Directorate is given on the front cover page of the information brochure.

Application received after the last date shall be summarily rejected and no correspondence shall be done with the candidate.

- ☐ These applications shall be confirmed at the Directorate of Art, Mumbai and the candidate can get the status of their online application confirmation on website as well as through his/her login.
- ☐ The Candidate should take the printout of the Hall Ticket through candidate login (Candidate Copy/ Invigilator Copy) and get the photographs on both of the cards attested by Gazette Officer before coming for the MH-AAC-CET-2013.
- ☐ Online Applications will be considered valid for further processing only after the confirmation of the submission of Application form at the DOA office.

LATE SUBMISSION & CONFIRMATION OF APPLICATION FORM:

*Those candidates who may fail to procure information brochure and/or fail to submit the On-line Application Form and/or fail to Confirm the On-line Application Form at the Designated ARCs will be permitted procure/submit and confirm the On-line Application form at the following address after payment of **additional late fee of ₹1500/- in cash.***

*Such candidates have to submit and confirm the Application form in **IN-PERSON** on or before schedule date only at the office of the **Directorate of Art, Maharashtra State, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai - 400001.***

Note: Provision of late submission & confirmation of Application form is not available at any of the ARCs.

Stage- IV: Appearing for the MH-AAC-CET 2013

- ☐ Candidates will appear for MH-AAC-CET-2013 written examination at the designated venue as mentioned in the Hall Ticket on schedule date.
- ☐ Candidates are required to bring the both copies of Hall Ticket (Candidate Copy/Invigilator Copy) at the Examination center.
- ☐ The invigilator shall sign on both the copies of Hall Tickets and keep Invigilators copy with him & return the candidate's copy to the candidate which will be required to be produced by the candidate at the institute where the candidate will get admission.
- ☐ In case of loss of Hall Tickets, it shall be obligatory on the part of Candidate to procure duplicate Hall Ticket by paying fee of ₹ 200/- from the office of the concerned sub center in charge not later than 1 hour before the commencement of examination, on production of Receipt-cum-Identity card/Sufficient evidence to prove that he / she is genuine / bonafide examinee.

Stage- V: Display of MH-AAC-CET 2013 Result

- ☐ Result of MH-AAC-CET-2013 will be displayed on www.doa.org.in & ARCs as per the schedule.

Verification of Marks Obtained in MH-AAC-CET 2013:

If the candidate desires to get his/her result verified, an application in prescribed perform (Annexure VIII), along with self addressed stamped envelope (9”X 4.5”) should be submitted in person to the Competent Authority, within 4 days of declaration of the result of MH-AAC-CET 2013, along with Demand Draft/ Pay Order of **₹ 2000/Paper (Rs. Two Thousand Only/ for each paper)** drawn on any scheduled commercial bank in favor of “Director, Directorate of Art, Maharashtra State, Mumbai 400 001, payable at Mumbai. The candidate shall get certified copy of verified result from Competent Authority.

Representations received after the specified period will not be entertained. The change if any shall be communicated to the candidate. The decision of the Competent Authority in this matter shall be final and binding.

Stage- VI: Submission of option form for CAP Round 1.

After the declaration of MH-AAC-CET 2013 result student should fill the on-line option form and should get the same confirmed at any ARC. Candidates should bring all the necessary certificates and the required documents while confirming the option form at the ARC. On basis of these options, candidates will be allotted seat for admission in first CAP round.

Stage- VII: CAP Round 1 Provisional Allotment and Reporting to the allotted institute.

The CAP Round 1 Provisional allotment shall be displayed on Internet and no separate communication/allotment letter shall be issued to the candidate. The candidate has to report to the allotted institutes as per given schedule.

Stage- VIII: Submission of option form for CAP Round 2.

After the first round of admission is over, student eligible for CAP Round 2 should submit the on-line option form and should get the same confirmed at any ARC. On basis of these options, candidates will be allotted seat for admission in CAP round 2.

Stage- IX: CAP Round 2 Provisional Allotment and Reporting to the allotted institute.

The CAP Round 2 Provisional allotment shall be displayed on Internet and no separate communication/allotment letter shall be issued to the candidate. The candidate has to report to the allotted institutes as per given schedule.

Stage- X: Round 3 Admissions for Vacant Seats by counseling.

The admission will be done as per inter-se-merit as per schedule.

Procedure for procuring, filling up of the Application form for MH-AAC-CET 2013

PIO, Foreign National and Foreign students (Except citizens of Pakistan and Bangladesh) /candidate to pay the processing fee of **₹ 25000/-(Rs. Twenty-five thousand only),**

The candidates belonging to the Category of Children of Indian workers in Gulf Countries/Candidates of SAARC countries (Except citizens of Pakistan and Bangladesh) have to pay the processing fee of ₹ 15000/-(Rs. Fifteen thousand only)

and

The candidates belonging to the Category J & K candidates same as Outside Maharashtra State type of candidates Application Processing Fee for J & K Migrant candidate is ₹ 2500/- at the time of application by DD drawn in favor of **Director, Directorate of Art, Mumbai, payable at Mumbai.** & attested copies of certificates by post/courier/hand with due attestation of their photograph by the Gazettes Officer on the Application form, so as to reach on or before scheduled date.

The candidate should collect the application Form from the Office of Director of Art or get is downloaded from internet. The application received in time shall be scrutinized and the eligible candidates shall be allowed to appear for the Special Common Entrance Test (S-CET 13). The result shall be displayed and the admission against the seats for J & K Migrant, PIO, Foreign National and Foreign Students shall be filled on the basis of the merit of S-CET 13.

अभ्यास क्रमाच्या प्रवेश प्रक्रीये संबंधी माहिती

महाराष्ट्र राज्य, कला संचालनालयाने उपयोजित कला, रंगकला, शिल्पकला, मातकाम, अंतर्गत सजावट, वस्त्रकला या पदवी अभ्यासक्रमासाठी अभ्यासक्रमाच्या प्रवेश प्रक्रीये बदलची माहिती सर्व उमेद्वारांनी माहिती पत्रक सविस्तर वाचून (ANNEXURE-I) जोडपत्र क्र. I मध्ये दिल्याप्रमाणे प्रवेश पत्र प्रक्रीया पूर्ण करावी.

टप्पा - १ माहिती पुस्तिकेची विक्री

- नमुन्यासहित असलेली जोडपत्र क्र. III (ANNEXURE-III) मध्ये दर्शविलेल्या सर्व अे. आर. सी. (अर्ज स्विकृती केंद्रावर) उपलब्ध राहिल.
- तसेच यातील सर्व माहिती व प्रवेश नमूना अर्ज संस्थेच्या संकेतस्थळावर, पाहण्यासाठी/अर्ज पूर्ण करण्यासाठी व डाऊनलोड करण्याकरिता उपलब्ध राहिल. संकेत स्थळ - www.doa.org.in/
- माहिती पुस्तिका ₹ २००/- प्रत्येकी अे. आर. सी. सेंटरसवर उपलब्ध राहिल
- ऑन लाईन प्रवेश अर्ज नोंदणी करण्याकरिता अर्जासोबत डी. डी. जोडावा लागेल
 - खुल्या प्रवर्गासाठी ₹ १५००/- (रुपये पंधराशे फक्त)
 - महाराष्ट्राबाहेरील खुल्या प्रवर्गातील उमेद्वारासाठी ₹ २५००/- (रुपये पंचवीसशे पन्नास फक्त)
 - महाराष्ट्रातील अनुसूचित जाती जमातीसाठी (महाराष्ट्र शासनाच्या अधिकृत जाती व जमातीचे प्रमाणपत्र आवश्यक) ₹ १०००/- (रुपये एकहजार फक्त)

प्रवेश शुल्क हे डायरेक्टर, डायरेक्टोरेट ऑफ आर्ट, डॉ. दा. नौ. मार्ग, फोर्ट, मुंबई १.

(Directorate of Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai-1) ह्या नावाचा डिमांड ड्राफ्ट / पे ऑर्डरच्या स्वरूपातच स्वीकारले जाईल. अन्य कुठल्याही मार्गे हे शुल्क स्वीकारले जाणार नाही. हे शुल्क पूर्णतः अहस्तांतरणिय असून एकदा भरल्यावर कोणालाही कुठल्याही प्रकारे परत केले जाणार नाही.

टप्पा - २ ऑनलाईन अर्ज करणे

- उमेद्वाराने प्रवेशासाठी आपले अर्ज हे दिलेल्या तारखेच्या आत www.doa.org.in या संकेतस्थळावरून भरणे आवश्यक आहे. तत्पुर्वी माहिती पुस्तिका त्यातील प्रवेश पत्र क्र. IX (ANNEXURE-IX) चा योग्य अभ्यास करावा.
- ऑन लाईन अर्ज भरण्याकरिता उमेद्वार इंटरनेटची सुविधा उपलब्ध असेल तेथून किंवा अे. आर. सी. मधूनही अर्ज करू शकतात.
- उमेद्वाराने आपला आवश्यक असलेला पूर्ण तपशिल नमूना दिल्याप्रमाणे भरणे अनिवार्य आहे.
- संकेत स्थळावर भरलेला अर्ज ऑनलाईन वर असलेल्या संगणकीय यंत्रणेकडून पात्र-अपात्र ठरविला जाईल. त्या ओळख नंबरचा (Application ID) वापर करून उमेद्वार ऑनलाईन प्रवेश प्रक्रीयेच्या संदर्भात स्वतः

भरलेली माहिती व त्यानुसार प्राप्त स्थितीची माहिती करून घेऊ शकेल. उदा. कॅट सेंटर, मेरीट स्थिती बैठक क्रमांक इत्यादी

- उमेद्वारास आपल्या अर्जाची प्रत मुद्रित स्वरूपातही घेता येईल. त्यानुसार अत्यावश्यक कागदपत्रांची यादी इ. संदर्भात आवश्यक त्या माहितीची देवाण घेवाण करता येईल. स्वतःच्या ओळख क्रमांकाचा उपयोग अ. आर. सी. च्या संकेत स्थळावरून काम करण्यास नेहमीच आवश्यक ठरेल.
- अ. आर. सी. वर स्वतःची माहिती योग्य व पूर्ण भरण्यासाठी संकेत स्थळावर जाऊन उमेद्वारास स्वतःच्या अर्जात भरलेल्या माहितीत फेरफार करणे शक्य होईल परंतु एकदा निश्चित सादरीकरण (Confirmation of Submission) झाल्यावर या माहितीत बदल करता येणार नाही. नमूना अर्जात दिल्याप्रमाणे उमेद्वाराने स्वतः विषयी आवश्यक ती माहिती भरणे अनिवार्य आहे.
- * उमेद्वाराने आपला ओळख क्रमांक (Application ID) नाव व पत्ता आपल्या डी. डी./पे- ऑर्डर च्या मागे योग्य तऱ्हेने लिहावा.

टप्पा - ३ अर्ज भरल्यानंतरची प्रक्रीया

अर्ज भरल्याची पावती प्राप्त करणे ही बाब सर्व MH-AAC-CET 2013 उमेद्वारांसाठी अनिवार्य आहे. जर उमेद्वाराने ऑनलाईन अर्ज अ. आर. सी. त्या संबंधीची पुष्ठी / पावती प्राप्त न केल्यास सी. ई. टी. २०१३ च्या प्रवेश प्रक्रीयेतून संबंधीत उमेद्वार निश्चित पणे अपात्र ठरवून वगळला जाईल.

- * महाराष्ट्र राज्यातील उमेद्वारांसाठी ज्या उमेद्वारांनी आपला अर्ज ऑनलाईन भरला असेल त्या सर्वांनी आपले दोन पासपोर्ट साईजचे फोटोग्राफ, आवश्यक ती सर्व कागदपत्रे मुळ कागदपत्रे त्यांच्या साक्षांकित प्रती या सह आपल्या नजीकच्या / सोयीच्या अ.आर.सी. केंद्राशी संपर्क साधावा.

○ अ.आर.सी. च्या अधिकाऱ्यांनी उमेद्वारांच्या सर्व मूळ प्रमाण पत्रे व त्यांच्या साक्षांकित प्रतींची छाणणी करावी व योग्य ती कागदपत्रे अ. आर. सी. च्या अधिकाऱ्यांनी संकेत स्थळाचा वापर करून उमेद्वाराचा ऑनलाईन भरलेला अर्ज त्यातील तपशील उमेद्वारांचे छायाचित्र व माहिती कागदपत्रे दाखले इत्यादी सर्व बाबी मुळ प्रतीनुसार योग्य तऱ्हेने भरून सादर केल्याची खात्री करून घ्यावी. व त्यानुसारच पात्र उमेद्वारास पोच पावती/पत्र व प्रवेशपत्र (हॉल तिकीट) द्यावेत. पोचपावती म्हणजे उमेद्वाराची आवश्यक माहिती, कॅट (केंद्र) / स्थळ, रोल नंबर, महत्वाच्या सूचना डि. डि./पी. ओ., द्वारे भरलेले शुल्क इत्यादी सर्व तपशील योग्य तऱ्हेने भरलेले पत्र होय. अ. आर. सी. च्या संकेत स्थळावरील हा तपशील छानणी नंतर योग्य ठरल्यावरच उमेद्वाराची पात्रता निश्चित ठरवली जाईल.

- * महाराष्ट्राबाहेरील उमेद्वारांसाठी - महाराष्ट्राबाहेरील उमेद्वाराने ऑन लाईन भरलेल्या अर्जाची छापील प्रत घ्यावी, ही प्रत पोच पावतीसाठी (Directorate of Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai-1) या पत्त्यावर योग्य त्या रकमेच्या डि. डि. किंवा पी. ओ. सह, सर्व प्रमाणपत्राच्या व

दाखल्यांच्या सक्षम अधिकाऱ्यांकडून साक्षांकित करून घेतलेल्या प्रतीसह विहित मुदतीत पोहचतील याप्रमाणे पाठवावेत.

- ० आपल्या अर्जाच्या पाकिटावर (Application Form MH-AAC-CET 2013) व ओळखप्रमाण पत्र (ID) ठळक पणे नमूद असावा अर्ज विहित मुदतीत कला संचालनालय, महाराष्ट्र राज्य, मुंबई येथे प्राप्त होणे हे अत्यंत गरजेचे आहे. यासाठी माहिती पत्राच्या मुख पृष्ठावर दिलेला पत्ता व माहिती यांचा वापर करावा.
- ० *विहित मुदतीनंतर कला संचालनालयास प्राप्त झालेले अर्ज पूर्णतः अस्विकार्य असतील व त्यासंबंधीची कुठलीही जबाबदारी अ. आर. सी. वा कला संचालनालया तर्फे स्विकारली जाणार नाही.*

ऑन लाईन केलेले व पोच पावती दिलेले सर्व अर्ज पुढील प्रक्रीयेसाठी पात्र समजले जातील-

उमेदवाराने संकेत स्थळावरून खालील प्रती (MH-AAC-CET 2013) साठी मुद्रीत स्वरूपात प्राप्त करून घ्याव्यात.

अ) उमेदवाराची प्रत अधिक तपासणी अधिकाऱ्यांची स्वाक्षरी असलेली प्रत

ब) त्यावर राजपत्रित अधिकाऱ्यांकडून साक्षांकित केलेल्या छायाचित्रांच्या प्रती

विहित मुदतीनंतर पोहचलेल्या / उशीरा सादर केलेल्या अर्जाचे सादरीकरण व पोच पावती

जे उमेदवार विहित मुदतीत माहिती पुस्तिका व आपला अर्ज ऑन लाईन सादर करू शकले नाहीत ते आपला अर्ज ₹ १५००/- लेट फी रोखीने कला संचालनालय महाराष्ट्र राज्य, मुंबई (Directorate of Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai - 1) या पत्त्यावर नियोजित उशीरा दिलेल्या तारखेत अथवा तारखेच्या आत सादर करून पोच पावती मिळवू शकतात. ही पावती उमेदवाराने व्यक्तीश मिळविणे हे बंधनकारक राहिल.

विहित मुदतीनंतर अर्ज सादरीकरण व पोचपावती मिळविणे ही सुविधा कला संचालनालय महाराष्ट्र राज्य, मुंबई (Directorate of Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai - १) या व्यतीरिक्त कुठेही असणार नाही.

टप्पा - ४ (MH-AAC-CET 2013) परीक्षेला सामोरे जाताना

उमेदवाराला आपल्या प्रवेश पत्रावर नमूद केलेल्या परीक्षा केंद्रावर वेळापत्रकानुसारच परीक्षा द्यावी लागेल. आपल्या प्रवेशपत्राच्या विद्यार्थी प्रत व तपासणी अधिकाऱ्यांची प्रत परीक्षेच्या वेळी सोबत ठेवावी लागेल. तपासणी अधिकाऱ्याने उपरोक्त दोन्ही प्रतींवर आपली स्वाक्षरी करून एक प्रत उमेदवारांस परत करावयाची आहे. या प्रती विद्यार्थ्याने जपून ठेवाव्यात व प्रवेश मिळालेल्या संस्थेत प्रवेश घेते वेळी सादर कराव्यात.

टप्पा - ५ (MH-AAC-CET 2013) चा निकाल नियोजित तारखेनुसार (MH-AAC-CET 2013) चा निकाल www.doa.org.in या संकेतस्थळावर प्रसिध्द केला जाईल. (MH-AAC-CET 2013) च्या परीक्षेमध्ये मिळालेल्या परीक्षेच्या गुणांची फेर तपासणी जर उमेदवारास आपल्याला मिळालेल्या गुणांची फेर तपासणी करायची असेल तर जोड पत्र VIII मध्ये दिलेल्या नमूना अर्जानुसार (स्व खर्चाच्या 9" X 4" आकाराच्या योग्य टिकीट शुल्क लावलेल्या पाकिटासह) निकाल लागलेल्या दिवसापासून चार दिवसांच्या आत कला संचालनालयातील (MH-AAC-CET 2013) च्या प्रमुख कार्यालयात सक्षम अधिकारी वर्गाकडे व्यक्तीशहा सादर करणे आवश्यक राहिल. या अर्जासोबत फेर तपासणी शुल्क ₹ २०००/- हे कला संचालनालय महाराष्ट्र राज्य, मुंबई (Directorate of Art, Sir J. J. School of Art Campus, Dr. D.N. Road, Fort, Mumbai -1) यांच्या नावे कुठल्याही शेड्युल बँकेत डि. डि. किंवा पी. ओ. च्या स्वरूपात भरावा लागेल त्या नंतरच उमेदवारास फेर तपासणीच्या निकालाची प्रत कला संचालनालयातील सक्षम अधिकाऱ्यांकडून दिली जाईल. यासाठी असलेल्या

विहित मुदतीनंतर केलेल्या दाव्यांचा विचार केला जाणार नाही. निकालात फरक / बदल असल्यास उमेद्वारास कळविला जाईल, या संबंदातला निर्णय हा कला संचालनालयातील सक्षम अधिकारी वर्गाकडून अंतीम व सर्वाना बंधनकारक राहील.

टप्पा - ६ कॅप (Centralised) आर. सी मध्ये करणे आवश्यक असते यावेळी उमेद्वाराने आपली सर्व मुळ प्रमाणपत्रे, दाखले इत्यादीं दस्त ऐवज अ. आर. सी. मध्ये सादर करणे अनिवार्य असते. उमेद्वाराने भरलेले पर्याय व त्याच्यांकडे असलेली प्रमाणपत्रे/दाखल्यांच्या सहाय्याने कॅपच्या पहिल्या निवड फेरीचा क्रमांक उमेद्वारास दिला जाईल. निवड फेरीच्या पहिल्या फेरीत यशस्वी झालेल्या उमेद्वारांना प्रवेश देण्यात आलेल्या विभाग व संस्था याबाबतची माहिती संकेत स्थळावरच उपलब्ध करून दिली जाईल. (यासाठी वेगळा पत्र व्यवहार किंवा माहिती दिली जाणार नाही) उमेद्वारांने निवड झालेल्या संस्थेत जाऊन प्रत्यक्षपणे दिलेल्या तारखेच्या आत आपला प्रवेश घेणे अपेक्षित आहे. कॅपच्या प्रथम फेरीनंतर शिल्लक उत्तीर्ण व पात्र उमेद्वारांनी आपली निवड/पर्याय ऑनलाईन अ.आर.सीला कळविणे आवश्यक आहे. त्यांनी कळविलेल्या पर्यायांच्या आधारावर तसेच त्याच्या सर्व प्रमाणपत्र व दाखल्यांच्या तपासणीनंतर उमेद्वाराला प्रवेश दिलेल्या संस्थेबाबत कळविले जाईल.

टप्पा - ७ कॅपच्या फेरी -२ पहिल्या राऊंड नंतर गुणवत्ता यादीतील इतर उमेद्वार कॅप राऊंड २ करिता पात्र असतील व आवश्यक प्रक्रीया पूर्ण करतील. तसेच पहिल्या पाच पर्यायांपैकी कोणताही पर्यायामध्ये आपली निवड झाली असल्यास तो ऑप्शन राऊंड २ मध्ये उपस्थित राहू शकतो.

टप्पा - ८ कॅप राऊंड -३ ही फेरी समुपदेशनाद्वारे रिक्त जागा वाटप करणे, हि प्रवेश प्रक्रीया इंटर से मिरिट या तत्वानुसार केली जाईल.

पी.आय.ओ., परदेशी नागरीक व विद्यार्थींसाठीची प्रक्रिया - अर्ज सादरीकरण /प्रवेश प्रक्रिया यासाठीचे शुल्क ₹ २५०००/- (रुपये पंचवीस हजार फक्त) खालील उमेद्वारांसाठी लागू असेल, जे अण्ड के मधून विस्थापीत स्थलांतरीत पी.आय.ओ., परदेशी नागरीक व विद्यार्थी अर्जदार या उमेद्वारांने आपला अर्ज कला संचालनालय, महाराष्ट्र राज्य, मुंबई. (Directorate of Art, Sir J. J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai -1) इथून अथवा संकेत स्थळावरून डाऊनलोड करून घ्यावा व योग्य रित्या सादर करावा. विहित वेळेत प्राप्त झालेल्या अर्जांची एकत्रित छानणी होऊन पात्र उमेद्वारांची विशेष प्रवेश प्रक्रिये द्वारे निवड केली जाईल. त्या संबंधीचा निकाल, निवड व जागा वाटप हे पूर्णतः उमेद्वारांची गुणवत्ता व पात्रता यावर अवलंबून राहील.

Annexure – II

Documents to be attached along with CET Application form for confirmation at the ARC.

The candidate is required to carry **All Original Certificates / Documents** in support of their claim at the time of filling up of CET Application for the scrutiny and verification. The candidate is required to submit only attested true copies of documents at the time of confirmation of CET Application form.

No	Type of Candidate	Documents required
1.	All Candidates	1. S.S.C. (Std.X) mark sheet. 2. H.S.C. (Std. XII) mark sheet (*If passed). 3. School leaving certificate 4. Certificate of the Indian Nationality of the candidate. 5. Intermediate Drawing Grade Examination. (As applicable) 6. Pro forma-I on plain paper
2.	Maharashtra State Type A / B Candidates	Domicile Certificate of Candidate or Father / Mother / Husband of the candidate.
3.	Backward class Candidates belonging to- SC / ST	Caste certificate, Caste/Tribe validity certificate*, (In addition to the documents mentioned in Sr. No. 1)
4.	Backward class Candidates belonging to- VJ DT/ NT1/ NT2 / NT3/ OBC/SBC Categories	Caste certificate, Caste validity certificate*, Non creamy layer certificate valid for the year 2013-14, (Issued preferably after 1 st April 2013) (In addition to the documents mentioned in Sr. No. 1)
5.	Ex servicemen (D-1)	Defence Service Certificate Pro forma – C., Domicile certificate of father/mother who is an Ex service personnel are domiciled in the state of Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
6.	Active Domicile Defence Candidates. (D-2)	Defence Service Certificate Pro forma – C, Domicile certificate of father/mother who is an active Defence service person is domiciled in the state of -Maharashtra. (In addition to the documents mentioned in Sr. No. 1)
7.	Active Non Domicile Defence Candidates. (D-3)	Defence Service Certificate Pro forma –C and D/E. Certificate from the employer in the pro forma– 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 pro forma – 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. (In addition to the documents mentioned in Sr. No. 1)
8.	Physically Handicapped Candidates	Certificate in the pro forma–F / F-1. Domicile certificate of candidate (In addition to the documents mentioned in Sr. No. 1)

*** Hall Ticket or Bonafide Certificate:**

This is for this candidate who has approved HSC/ 12TH Standard in March 2013 should submit along with application form. Appear candidate should produce Living or Bonafide certificate, Hall ticket true copy or who have passed HSC/12TH in March 2013 or before and presently studding in a Course/ Institution attach Bonafide Certificate to be issued by the Concerned Institution.

A certificate of Indian Nationality any one of the following certificate

- The school leaving certificate indicating the Nationality of the candidate as Indian.
- India Passport in the name of the candidate issued by appropriate authorities.
- Birth Certificate of the candidate indicating the place of birth in India or Undertaking given on ₹ 100/- Non Judicial Stamp Paper. (Pro forma – I)

At the time of Application form reserve candidate is required to submit attested true copies of documents otherwise their claim for reservation seat will be not considered.

Course Name	Type of Reserve Category	Required Documents		
		Caste Certificate	Validity Certificate	Creamy Layer Certificate
BFA 1 st Year Applied Arts & Crafts (Painting, Textile Design, Interior Decoration, Sculpture, Metal Work, Ceramics, Applied Art)	SC, ST	Required	-----	Not applicable
	VJ DT/ NT1/ NT2 / NT3/ OBC, SBC	Required	Required	Required

✓ **The Caste Certificate**

The candidates belonging to the Backward class Categories will be required to submit **the Caste Certificate at the time of submitting application form at ARC's.**

✓ **The Caste Validity Certificate :**

Candidates belonging to SC, ST, VJ/DT NT (A), NT (B), NT(C), SBC and OBC Category if the situation arises are required to produce Caste validity Certificate. If the candidates fail to submit the caste validity, they will be required to give such undertaking.

Imp: In case the candidate fails to produce the caste validity then the admission secured by the candidate shall be cancelled. Such candidate will be required to pay the complete fees of one academic year to the respective college. In any case the admission secured by such candidate in the respective reserved Category will not be converted in to open Category.

✓ **Non-Creamy Layer Certificate:-**

A candidate belonging to 'Creamy Layer' amongst the Categories VJ/DT, NT1, NT2, NT3 SBC and OBC must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the Categories VJ/DT, NT1, NT2, NT3, SBC and OBC above will be required to produce **"Non-Creamy Layer Certificate"** in the name of the candidate as specified in the Government Resolution No. CBC 1094/CR-86/MVK-5, dated 5th June 1997; No. CBC1094/CR-86/OBC-5, dated 6th June 2000, No. CBC/10/2001/CR-111/MVK-5, dated 29th May 2003, No. CBC/10/2008/C.R. 697/ BCW-5, Dated 27th Feb. 2009 The certificate must have been valid up to 31st March 2014 (issued preferably on or after **1st April 2013**).

✓ **Cutoff date for the eligibility:**

The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the **last date of confirmation of Online Application form as the cutoff date**. It is made abundantly clear that if a candidate is found ineligible as on the last date of **confirmation** of Online Application form, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cutoff date (i.e. the last date of submission of Application form), **such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission**. However, a Non-Creamy Layer Certificate shall be produced in any case on or before the last date of filling up of Online Application Form, failing which the Category claimed will not be considered.

✓ **Attestation:**

Candidate should note the following points while submitting the Application form.

- ☐ Candidate shall attach attested copies of all the required certificates as mentioned in the rules and enumerate the same in the given format as applicable. Candidate shall not attach a copy of any other certificate, which is not asked for under these rules such as certificates for participation in sports, cultural activities etc.
- ☐ The copies of certificates or documents attached to the application form should be attested by the Principal of the college from which the candidate has passed qualifying examination or Gazetted Officer or Special Executive Magistrate or Head Master of a Secondary School or teaching staff of Government college/Polytechnic not below the rank of a lecturer. Original certificates should not be attached with the application form.

✓ **Translation:**

If the candidate produces any certificate, which is not in Marathi or Hindi or English language, authenticated Marathi or Hindi or English version of the same, duly attested by a Gazette Officer shall also be produced.

Annexure - III

LIST OF APPLICATION FORM RECEIPT CENTERS (ARCs)

No.	ARC Code	Name & Address of the Application form Receipt centers - for MH-AAC-CET 2013
1.	ARC 01	Sir J.J. School of Art, Sir J.J. School of Art Campus, 78, Dr. D. N. Road, Fort, Mumbai. 400 001
2	ARC 02	Sir J.J. Institute of Applied Art, Sir J.J. School of Art Campus, Dr. D. N. Road, Fort, Mumbai. 400 001
3.	ARC 03	Rachana Sansad College of Applied Art & Craft, 278, Shankar Ghanekar Marg, Prabhadevi, Mumbai – 400 025.
4.	ARC 04	Bharati Vidyapeeth's College of Fine Art, Bharati Vidyapeeth's Educational Campus, Pune – Satara Road, Pune – 411 043.
5.	ARC 05	Padmashree Dr. D. Y. Patil College of Fine Art (Applied Art), Sector No.29, Nigadi Pradhikaran, Behind Akurdi Railway Station, Akurdi, Pune- 411 044.
6.	ARC 06	Government School of Art, Quil – E – Ark , Jalgaon Road, Aurangabad – 431 001
7.	ARC 07	Government Chitrakala Mahavidyalaya, Opp. Diksha Bhoomi, Laxmi Nagar, Nagpur- 440 022.
8.	ARC 08	Chitrakala Mahavidyalaya, Janta Krushi Vidyalaya Campus, Morshi Road, Amravati – 444 001.
9.	ARC 09	B. S. Bandekar College of Fine Art, (Applied Art), Survey No.54/01, Near Forest Bhavan, Salayiwada, Tal. Sawantwadi. District : Sindhudurg – 416510.
10.	ARC 10	K.K.Wagh College of Fine Art, , Survey No.240/1, Saraswati Nagar, Agra Road, Dindori Link Road, Panchwati, Nashik – 422 003.

Note: Sale of Information Brochure and submission of application form will remain open on all days including holidays at **all ARC's** as per the schedule between 11:00 a.m. To 5:00 p. m.

Annexure- IV

SCHEDULE OF ACTIVITIES FOR MH-AAC-CET 2013

No.	Activity	Scheduled Dates
1	<ul style="list-style-type: none">• For Maharashtra State /OMS Candidates• Sale of Information Brochure at ARC Online Submission of Application form on Website.	29.04.2013 To 11.05.2013
	<ul style="list-style-type: none">• Confirmation of Receipt of Online submitted Application form and receipt of Call letter for MH-AAC-CET 2013 at ARC for Maharashtra State candidates.• Confirmation of receipt of online submitted application for OMS Candidates at Directorate of Art, M.S., Mumbai office by sending the printout of Online submitted Application along with DD/Pay Order and required documents through Registered Post/Courier/Hand Delivery which should reach office of the Directorate of Art, M.S., Mumbai. Receipt of Call letter to OMS candidates through Candidate's login through website.	30.04.2013 To 11.05.2013
2	Late submission & confirmation of Application form in person for Maharashtra State and OMS Candidate	14.05.2013 To 17.05.2013
3	Date and Time of Common Entrance Test	23.05.2013 Thursday 10.30amTo 4.30pm
4	Display Provisional Merit List of MH-AAC-CET-2013 for Maharashtra State /OMS Candidates on website	03.06.2013 AT 04.00 p.m.
5	Submission of grievances applications if any at ARC or Verification of CET Marks at Directorate of Art. Mumbai	04.06.2013 To 06.06.2013
6	Display Final Merit List of MH-AAC-CET-2013 for Maharashtra State Candidates/OMS Candidates on website on or before At 11.00 am.	10.06.2013
7	Submission of Online Option form for CAP round 1 and conformation of the same at ARC for Maharashtra State and OMS Candidates	12.06.2013 To 13.06.2013
8	Display of First Provisional Allotment Maharashtra State and OMS candidate	15.06.2013 AT 1.00 p.m.
9	Reporting for confirmation of admission to the allotted College/ Institute for CAP round one	18.06.2013 To 21.06.2013

10	Display of Vacancy Position for CAP Round 2	24.06.2013
11	Submission of Online Option Form for CAP Round 2 and confirmation of the same at ARC for Maharashtra State & OMS candidates.	26.06.2013 To 28.06.2013
12	Commencement of Academic year	28.06.2013
13	Display of Provisional Allotment for CAP round 2 Maharashtra Candidates & OMS Candidates.	30.06.2013 AT 4.00 p.m.
14	Reporting for confirmation of admission to the allotted college/institute for CAP Round 2.	03.07.2013 To 05.07.2013
15	Display of Vacancy Position for CAP Round 3	07.07.2013
16	The candidate has to report to the institute for counseling round	08.07.2013 To 11.07.2013 (Till 04:00 P.M.)
17	Display of Merit List for Counseling Round**	11.07.2013 (05:00 P.M.)
18	Round 3 for Vacant seats admission by Counseling At Institute Level	12.07.2013
19	Reporting for Conformation of admission by counseling At Institute Level	13.07.2013 To 16.07.2013
20	Display of Final Vacancy Position if any	17.07.2013
21	Admission Cut Off date for the academic year 2013-14	30.07.2013

**** For counseling round the candidate has to be present in the interested institute with all necessary original documents and fees.**

SCHEDULE OF ACTIVITIES FOR MH-AAC-CET 2013

For J & K Migrant, PIO, Foreign Students / F.N.

No	Activity	Scheduled Dates
1	Registration in person at Directorate of Art M.S., Mumbai	03.06.2013 To 25.06.2013
2	Date of S-CET Examination	27.07.2013 Saturday 10.30 a.m. To 4.30 p.m.
3	Result of S-CET Examination & Merit List	28.07.2013
4	Admission by Counseling for J & K Migrant, PIO, Foreign Students / Foreign Nationals	01.08.2013

Annexure – V

DETAILS OF EXAMINATION MH-AAC-CET 2013

1. This annexure contains details pertaining to various aspects of the CET you are going to take and important instructions about the related matters.
2. Candidates will have to bring the color, brushes, pencil, cotton rag, pallet, scale, eraser and other related material for drawing.
3. Answer sheet will be provided by the DOA, separately for each paper.
4. After the test is over you should hand over the answer sheet to the invigilator before leaving the room. Any candidate who does not return the answer sheet or is found to attempt to take or pass on the answer sheet inside or outside the examination hall will be disqualified and further action against him/her will be taken as per rules.
5. Write Roll No .on the answer sheet: You should write your Roll No. in the space provided. If you do not write your Roll No. your answer sheet will not be assessed.
6. Punctuality in Attendance: You should be present at the Examination Hall at the time given in the call letter. Candidates arriving late will not be permitted to enter the Examination Hall.
7. Compliance with instructions: You should scrupulously follow the instructions given by test administrators and the invigilators at the examination venue at all the stages of the examination for which you have been called. If you violate the instructions, you will be disqualified and may also be asked to leave the examination hall.

STRUCTURE OF THE COMMON ENTRANCE TEST

The test will have 3 practical papers each of 50 marks and 1 theory paper (*Objective Type*) of 40 marks. The student should report at 10.00 AM at the examination venue with Hall Ticket.

SYLLABUS FOR THE EXAMINATION AND DURATION:

Subject: I) Object Drawing Practical - (50 Marks) 10.30 – 11.30

This is the practical paper, wherein a manmade/natural specimen will be provided to the candidate. He /She will have to draw a drawing of the specimen on the answer sheet as directed in the question paper. The question will be based to test the Interest of candidate in drawing, proportions, rendering in pencil and overall observation.

Subject: II) Design Practical - (50 Marks) 12.00 – 01.30

The question will be based to test the Interest of candidate in arrangement of various forms to create good design in the given area, rendering in color, and the finishing **skill**.

[Half Hour Break]

Subject: III) Objective Type Theory - (40 Marks) -**02.00 – 02.45**

There will be questions related to art, craft, design, colour and computer graphics/ computer basics in this paper. These questions will be of objective type. There will be multiple choices of answers to each question. Candidate will have to select a correct answer and to mark it on the OMSR sheet provided to him/her.

Use a Black Ink ball pen to write the answers of theory paper.

Subject: IV) Memory Drawing Practical - (50 Marks) -**03.00 – 04.30**

The question will be based to test the Interest of candidate in drawing and arranging the sequence with memory for the subject given, rendering in colour, placement of elements in memory drawing and creating the environment.

Important points to note:

- * Do not leave any un-intended or stray marks or smudges anywhere on the answer sheet.
- * Drawing sheets shall be given for each individual practical separately.

Sample Question Paper:**Subject: 1) Object Drawing Practical**

MH-AAC-CET-20XX	
Subject: OBJECT DRAWING PRACTICAL Time: 01.00 Hr.	Date: 30-5-20XX Max Mark: 50

Observe the Object/natural specimen given to you and arrange it before you. Draw the same in Pencil Medium; it should be rendered with effective light and shade masses with various tonal values.

Object/natural Specimen: Water Colour Tube and Brush.

Subject: 2) Design Drawing Practical

MH-AAC-CET-20XX	
Subject: DESIGN DRAWING PRACTICAL Time: 01.30 Hr.	Date: 30-5-20XX Max Mark: 50

Arrange the given shape and form mention below to create a Sensible Design.

You are allowed to repeat overlap the shape and also Forms in your design. Render the same with appropriate colour scheme.

Shapes: Any geometrical three shapes.

Forms: Any form of flower

Points of Attention

- A) The aesthetic relation between shapes and forms
- B) Handling a given space
- C) Proper colour scheme
- D) Overall impact of Design

Size: 8" x 8"

Medium: Water or Poster colour or Mix medium

MH-AAC-CET-20XX

Subject: general Knowledge
Time: 00.45 Minutes.

Date: 30-5-20XX
Max Mark: 40

1. Instructions:
2. Use **BLACK BALL PEN** to darken the appropriate circle.
3. Please darken the Complete Circle.
4. Darken only **ONE CIRCLE** for each question.
5. Think carefully before darkening the circle.
6. **NO CHANGE** in the answer is allowed.
 1. The place is famous for prehistoric rock painting.
a) Bodhigaya b) Bhimbetka c) nalanda d) Sanchi
 2. One foot is equal to
a) 12 mm b) 12 cm c) 20 inch d) 20 inches
 3. The sculpture of Nataraja depict the God.
a) Gnesha b) Vishnu c) Shiva d) Kartikeya
 4. The following is the output device of computer.
a) Mouse b) Photoshop c) Excel d) printer
 5. The highest civilian honor of country is
a) Padmashri b) Khelrtna c) Bharatratna d) padmabhushan
 6. This is the Soft Pencil.
a) 2B b) 6B c) B d) HB
 7. Kathakali is dance forms of this sate.
a) Tamil Nadu b) Mizoram c) Karla d) Andhra Pradesh
 8. Which of these names is associated with computer?
a) Bill Clinton b))TES D) George Bush d) Franklin Roosevelt
 9. Anant Pai is associated with following
a) Tintin b) Amar chitra Katha c) Phantom comice d) Filmfare
 10. Louvre museum is situated in
a) Paris b) London c) Amsterdam d) Tokyo
 11. The three primary colour in the colour wheel are Red, yellow and
a) Black b)Violet c) Green d) blue
 12. This is type of Textile
a) Paithani b) Dhokra c) Bidri d) Badami
 13. A curved piece of glass in the camera called

- a) Mirror b) Lens c) Button d) flash
14. Charles Correa is famous
- a) Author b) Scientist c) Lawyer d) Architect
15. The software which is used for generating image is
- a) Microsoft Outlook b) PageMaker c) Coral Draw d) Microsoft Word
16. Jivya Soma Mhase is associated with
- a) Blue pottery b) Warli Painting c) Dhokra casting d) Dramatics
17. Which of the following is not an Artist?
- a) Lenin B) Van Gogh c) Rembrandt d) Picasso
18. Which of these is not a mountain range?
- a) Nilgiris b) Sahyadri c) Godavari d) Himalayas
19. Which of these is not related to advertising?
- a) Sericulture b) Photography c) Copy Writing d) Printing
20. Taj Mahal is located on banks of the river
- a) Brahmaputra b) Yamuna c) Ganga d) Kaveri

***There will be 40 Questions.**

Subject: 4) Memory Drawing Practical

MH-AAC-CET-20XX	
Subject: MEMORY DRAWING PRACTICAL Time: 01.30 Hr.	Date: 30-5-20XX Max Mark: 50

Draw a memory drawing on the subject given below, on the $\frac{1}{4}$ imp. Cartridge drawing paper. You can use water colour, poster colour or Pencil colour. Your memory drawing should show the following important qualities.

- a) Imagination,
b) Characteristics mood of the situation
c) Effective rendering of the medium

SUBJECTS:

1) Bus Stop

OR

2) Fruit Market

METHOD OF FILLING THE OMSR SHEET AND SHOWING ANSWERS FOR

Objective Type Theory (General Knowledge):

The candidate has to write the Roll No., Name, Centre, Date on the OMSR answer sheet as per the sample given herewith in the first 10 minutes (from 2.00 to 2.10 pm) The question booklet shall be issued to the candidate and the candidate has to open the question booklet.

There shall be 50 multiple choice questions. The time is 30 minutes (2.15 pm to 2.45 pm)

How to show your answer:

I. Each question is followed by answer choice which are numbered a, b, c, d. Select the most appropriate among them as answer. Then by using BLACK BALL POINT PEN blacken the oval bearing the correct answer number against the serial number of the question. For example if the answer to question number 2 is answer numbers a, it is shown as follows:



a



b



c



d

II. Please note that the oval should be dark enough and should be filled in as completely as possible. You need not make special efforts to darken any oval artistically.

PLEASE THINK TWICE BEFORE ACTUALLY MARKING YOUR ANSWER ONCE MARKED CAN NOT BE CHANGED.

Annexure VI

Details of the Colleges Participated in CAP

DOA-11 : **SIR J. J. SCHOOL OF ART, MUMBAI.**
University Area : Mumbai University, Mumbai,
Year of establishment : 1857
Address : Sir J. J. School of Art Campus, Dr. D. N. Road, Fort,
Mumbai 400 001
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

Hostel Intake for first year Boys: The hostel accommodation is common for Sir J. J. School of Art, Mumbai & Sir J. J. Institute of Applied Art, Mumbai.

Girls: (Girl students have to register their names in Savitribai Phule Girls Hostel, Charni Road, Mumbai)

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	FN/ PIO/ FS	J & K Migrant
BFA Painting	1857	1101	30	28	2	2	3
B.F.A. Textile Design	1857	1103	15	14	1	1	1
B.F.A. Interior Decoration	1857	1104	15	14	1	1	1
B.F.A. Sculpture	1857	1105	05	5	0	1	0
B.F.A. Metal Work	1857	1106	05	5	0	0	1
B.F.A. Ceramics	1857	1107	05	5	0	1	0
Total			75	71	4	6	6

Sir J. J. School of Art is a pioneering institute in Art Education. The alumni's of this college are placed at the top positions in art industry and also creating the best work of art and making good business out of it. This school believes in Catering better knowledge to the students.

Sir J. J. School of Art is having a well-qualified teaching faculty to guide the students. This college is well equipped facilities of drawing studio, print making workshop, sculpture studio, metal craft studio, textile workshop.

Students are given ample number of class assignments so that they develop and become well trained artists. The college is also having a facility of Computer Lab., which helps student to learn the advanced technology.

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

University Area : Mumbai University, Mumbai,

Year of establishment : 1935

Address : Sir J. J. School of Art Campus, Dr. D. N. Road, Fort,
Mumbai 400 001

E-Mail : dean.jjiaa@gmail.com

District: : Mumbai.

Phone : : 022 - 22621276

Railway Station : Mumbai C. S. T. 0.5 Km

Bus Stand : Mumbai Central Bus Stand 3 Km

Hostel Intake for first year Boys: The hostel accommodation is common for

Sir J. J. School of Art, Mumbai and

Sir J. J. Institute of Applied Art, Mumbai.

Girls : (Girl students have to register their names in
Savitribai Phule Girls Hostel, Charni Road, Mumbai)

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	FN/ PIO/ FS	J & K Migrant
BFA Applied Art	1935	1202	100	95	5	7	8
Total			100	95	5	7	8

Sir J. J. Institute of Applied Art is a pioneering institute in Art Education. The alumni's of this college are placed at the top positions in advertising industry. This institute believes in upgrading the knowledge in art education and always being with the technological advancements to Cater better knowledge to the students.

Sir J. J. Institute of Applied Art is having a well-qualified teaching faculty to guide the students. This college is well equipped facilities of drawing studio, printing workshop, 3-D studio, well equipped Photography Studio and a Computer Lab.

Students are given ample number of class assignments so that they develop and become well trained communication designer.

This institute is designated as a Nodal Institute by AICTE, New Delhi. The Institute is having a QIP Cell which is helpful for research making students. The institute, every year organizes seminars related to the topics of art education. These seminars are arranged under the sponsorship of AICTE.

The institute is having a library, which has a large number of books for the reference to the students.

DOA-21 : GOVERNMENT CHITRAKALA MAHAVIDYALAYA, NAGPUR

University Area : 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

E-mail : gcmvnagpur@gmail.com

Railway Station : Nagpur Main 4.0 Km

Bus Stand : Central Bus Stand, Nagpur.

Hostel Intake : No hostel facility at the college of its own.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	FN/ PIO/FS	J & K Migrant
BFA Applied Art	1967	2102	30	28	2	2	3
BFA Painting	1967	2101	30	28	2	3	2
Total			60	56	4	5	5

Govt. Chitrakala Mahavidyalaya is the only Govt. College providing art education in the Vidarbha region of Maharashtra State. The College started in 1967 as a full-fledged degree college in art education. This is the first college in the state of Maharashtra to offer Degree Course in Fine Art. The alumni's of this college are placed at the top positions in advertising industry and art industry and also creating the best work of art and making good business out of it.

Govt. Chitrakala Mahavidyalaya is having a well-qualified teaching faculty to guide the students. This college is well-equipped facilities of drawing studio, printing workshop, and 3-D studio, Photography Studio, Printmaking Workshop and a Computer Lab.

This college believes in upgrading the knowledge in art education and always being with the technological advancements to Cater better knowledge to the students.

Students are given ample number of class assignments so that they develop and become well-trained communication designer and the best fine artist. The institute is having a library, which has a large number of books for the reference to the students.

DOA-22 : **GOVERNMENT SCHOOL OF ART, AURANGABAD.**

University Area : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

Year of establishment : 1971

Address : Qil-e-Ark, Jalgaon Road, Aurangabad 431 001.

District : Aurangabad.

Phone : 0240 2402525

Railway Station : Aurangabad 5 Km

Bus Stand : Central Bus Stand, Aurangabad. 2 Km

Hostel Intake : No hostel facility of the college.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	FN/ PIO/ FS	J & K Migrant
BFA Applied Art	1971	2202	35	33	2	2	3
BFA Painting	1971	2201	15	14	1	1	1
BFA Textile Design	2011	2203	15	14	1	1	1
Total			65	61	4	4	5

Govt. School of Art, Aurangabad is the only Govt. College providing art education in the Marathada region of Maharashtra State. The college started in 1971. The alumni's of this college are placed at the top positions in advertising industry and art industry and also creating the best work of art and making good business out of it.

Govt. School of Art is having a well-qualified teaching faculty to guide the students. This college is well-equipped facilities of drawing studio, printing workshop, 3-D studio, Photography Studio, Print Making Workshop and a Computer Lab.

This college believes in upgrading the knowledge in art education and always being with the technological advancements to Cater better knowledge to the students.

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

University Area : Mumbai University.

Year of establishment : 2001

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

District : Mumbai.

Website : rachanasansad.edu.in

Phone : 022 24301024

Railway Station : Dadar 3 Km

Bus Stand : Central Bus Stand, Parel, Mumbai. 2 Km

Hostel Intake : No hostel facility of the college.

Fees : At the respective private institute as approved by the
Shikshan Shulka Samiti, Bandra (East), Mumbai.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	Institute Level	J & K Migrant
BFA Applied Art	2001	1302	60	45	2	12	1
Total			60	45	2	12	1

Rachana Sansad College of Applied Art & Craft stated in September 2001. The Sansad through its various institutions has so far trained several thousand designers in the field of architecture, interior design and textile design, who are working and practicing their profession all over the country and abroad. All the institutions have earned excellent reputation through their high standard of education.

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

University Area : Mumbai University.

Year of establishment : 1998

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

District : Sindhudurg – 416510.

Phone : 02363-275361/ 02363-271384

Fax : 02363-273118

E-Mail : fineartsawantwadi@yahoo.co.in

Web site : www.fineartsawantwadi.org

Railway Station : Sawantwadi 6 Km.

Bus Stand : Sawantwadi 1 Km.

Hostel Intake : Girls Hostel available in college campus. (Private)

Fees : At the respective private institute as approved by the
Shikshan Shulka Samiti, Bandra (East), Mumbai.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	Institute Level	J & K Migrant
BFA Applied Art	2001	1402	60	45	2	12	1
Total			60	45	2	12	1

The Collage is managed by the Foundation for Health, Educational and Cultural Activities, Banda in close collaboration with Kala Probodhini, Sindhudurga. The college is managed by Governing Council formed by FHECA. The collage has spacious as well as qualified faculties to give a professional education. With starting the college results are 100%. The Institute has trained so many designers in the fields of Art, Advertising and Animation, who are working & practicing on top position in their respective profession. The students admitted from all over Maharashtra like Aurangabad, Mumbai, Thane, Ratnagiri etc. The college surrounded by the beautiful environment which is an environment for art lovers.

DOA-15 : **PADMASHREE DR. D. Y. PATIL COLLEGE OF APPLIED ART & CRAFT, PUNE**

University Area : Pune University.

Year of establishment : 2004

Address : Sector No. 29, Nigadi Pradhikaran, Behind Akurdi Railway Station, Akurdi, Pune 411 044.

District : Pune.

Phone : 020 27657235, 27658496

E-Mail : infa@dypcaac.com

Website : www.dypcaac.com

Railway Station : Akurdi 1/2 Km

Bus Stand : Akurdi Railway Bus Stand, 1/2 Km

Hostel Facility : Available.

Fees : At the respective private institute as approved by the Shikshan Shulka Samiti, Bandra (East), Mumbai.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	Institute Level	J & K Migrant
BFA Applied Art	2001	1502	60	45	2	12	1
Total			60	45	2	12	1

Padmashree Dr. D. Y. Patil College of Applied Art & Craft has laid its foundation in the field of Applied Art in the year 2004, with a vision that it would give professionals of global standards in terms of communication skills, personality and graphic design. In last three years the college results are 100% and students have crowned the college by holding University Top Ranking. The college has well equipped Computer Lab., Exhibition Hall, Drawing Studio, and spacious Library.

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

University Area : University of Pune

Year of establishment : 1997

Address : Bharati Vidyapeeth's Educational Campus, Pune – Satara Road,
Pune 411 043.

District : Pune.

Phone : 020 24371933/ 9881493040/ 9822598787

Fax : 020 24371933

Website : <http://cofa.bharativedyapeeth.edu/>

E-Mail : cofa@bharativedyapeeth.edu / bharthicofo@gmail.com

Railway Station : Pune 9 Km

Bus Stand : Swargate S. T. Stand 9 Km

Hostel Facility : Available for Boys & Girl Students separately.

Fees : At the respective private institute as approved by the
Shikshan Shulka Samiti, Bandra (East), Mumbai.

Course Name	Starting Year	Choice code	Intake	Maharashtra State	OMS	Institute Level	J & K Migrant
B.F.A.Applied Art	2001	1602	60	44	3	12	1
Total			60	44	3	12	1

The college has well equipped excellent infrastructure. It has spacious Computer Lab., Exhibition Hall, Drawing Studio, Illustration Studio, Photography Studio, Screen-Printing Workshop, Sculpture Studio. This college has the facility of hostel separately for boys and girls students. It has also the facility of hospital, art gallery, auditorium and a spacious Library. The institute has a well-trained teaching faculty to guide the students in their class assignments. Students are placed to well establish placement cell. The Institute also provides Live Project to the Students, which help themes with Industries experience.

Annexure VII

Guidelines for Institute Level Admissions:

1. Guidelines for the *Government Institutes* to conduct the Institute level admission:

The admission against vacant seats after CAP Round by Counseling will be filled by Government institutes at Institute Level by conducting multiple rounds of admission up to cut off date for admission for the academic year 2013-14, for which the Dean of the Government Institute will be admission authority. The Vacancy position shall be displayed on the notice board of the concerned institute as well as on web site.

Note : The seats remaining vacant for this round(s) will be allotted to all the candidates as per the inter-se merit, irrespective of reservation.

Eligibility:

All those candidates who have appeared in MH-AAC-CET 2013 and secured non-zero score are eligible for admission in this round.

The institutes/colleges shall display the list of vacant seat position with them, two days prior to this round. Vacant seats at various institutes/colleges will also be displayed on the web site www.doa.org.in. Students who desire for this round admission should check the availability of seats. Seats filled in this round should be immediately up dated on the website by the institute / college and should also be reported to the competent authority.

2. Guidelines for the Un-Aided Private Institute/Colleges:

Seats Available: Vacancy within Sanctioned Intake due to non-reporting, non-allotment and Cancellation of CAP seats.

Note : The seats remaining vacant for this round(s) will be allotted to all the candidates as per the inter se merit, irrespective of reservation.

Eligibility:

Student passing HSC (10+2) level examination of Maharashtra State Board or an equivalent examination with 45% aggregate marks (40% in case of backward class Category students) with English as one of the subject.

AND

All those candidates who have appeared in MH-AAC-CET 2013 and secured non-zero score are eligible for admission in this round.

Vacant seats shall be filled as per following preference:

- a) Maharashtra State Candidate who have appeared in MH-AAC-CET 2013 and secured non-zero score
- b) OMS Candidates who have appeared in MH-AAC-CET 2013 and secured non-zero score.

Guideline for admission process at institute level for both institute level seats and vacant seats:

- All admissions shall be done in fully transparent manners and shall be merit based.
- The Dean/Principal of the respective institute shall invite applications for the seats available by giving publicity in two newspapers. Institutes are required to mention the name of news paper in which

vacancy position in their brochure / information brochure. The vacancies along with detailed schedule should also be displayed on the notice board of the institute.

- Aspiring candidates fulfilling the eligibility criteria shall apply directly to the Dean/ Principal of the respective institute/college for admission. These admissions will be made in transparent manner and strictly as per merit of the candidates who have applied to the institutes.
- The candidate who has been offered admission has to pay necessary fees in full and secure the admission in the institute.
- The admission taken under this rule is independent of the admission through centralized allotment process conducted by the competent authority. Therefore the refund rules of the respective institute will be applicable for the cancellation as mentioned in institute's brochure as well as on notice board and/or web site of the institute before start of the round. Information Brochure /prospectus which specified rules for admission should be published well before the commencement of the process of admission for seats to be filled at the institute level. All the information in the brochure should also be published on the institute's web site.

General Note:

- The allotment list will be available to the institute through their institute login. The institute should update the status of reporting of the candidate allotted under CAP round on the same day on which the candidate is reporting.
- Three copies of such lists are to be printed through institute login and to be submitted to the Directorate with due signature of the Dean/Principal of the institutes within week from cutoff date. The directorate shall accord the final approval to the list of admitted candidates. It is binding on all the universities to grant enrollment only for the students on approved list.

3.0 Important:

The academic works shall start as per schedule immediately after CAP Round 1. All the institutes / colleges should complete their admission process on or before cutoff date as specified in the schedule.

Annexure VIII

DIRECTORATE OF ART, MAHARASHTRA STATE, MUMBAI MH-AAC-CET-2013

Application for Verification of Marks

Name:.....

Address of Candidate:

(With Tel. No. / Mobile No.)

MH-AAC-CET Roll No. Application Form No.

State Merit List No. Category.....

Demand Draft No. Amount ₹. 2000/- Drawn in Favor of 'Director,
Directorate of Art, Mumbai, payable at Mumbai.

Name of the Bank.....

Date:

Place:

Signature of Parent

Signature of Candidate

For Office Use Only

Forwarded to the Director, Directorate of Arts, Mumbai For Necessary Action

Date & Time

Signature of Authority

Date

Name and Signature
Verifying Officer of CET Cell

Name and Signature
Computer Officer of CET Cell

Acknowledgement

Received Application for Verification of Marks Along with Demand Draft of ₹ 2000/- from

Mr./Ms.....MH-AAC-CET 13 Roll No.

State Merit List No.

Date:

Signature of receiving officer with stamp

Pro forma – A
(For sons and daughters of Govt. of India / Govt. of India undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt.is an employee in the capacity ofin
.....
(Designation) (Name of the Organization Establishment/Department) This
Organization /Establishment / Department is under Department of Govt. of India /
Govt. 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 Four Year Degree course in BFA for the academic year 2013-2014.

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

Pro forma – B

(For sons and daughters of Maharashtra State Govt. / Maharashtra State Govt. undertaking employees)

CERTIFICATE

This is to certify that Shri/Smt. is an employee in the capacity ofin..... (Designation)
(Name of the Organization / Establishment / Department)
This Organization / Establishment / Department is under
Department of Maharashtra State Govt. / Maharashtra State Govt. 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
admission to First Year of Four Year Degree course in BFA for the academic year 2013-2014.
.

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

Pro forma – C
(For D-1, D-2 and D-3 Candidates)

(For son and daughter 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
admission to First Year of Four Year Degree course in BFA for the academic year 2013-2014.

Date:

Place:

(Signature)

Name & designation of
the authority not below the rank
of Commandant or equivalent /
District Sainik Welfare officer

Seal Of the
Office

Pro forma – D

(For D-3 candidates)

(For son and daughter 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 (Date of Joining) in the same post.
This certificate is issued for the purpose of his / her son / daughter
admission to First Year of Four Year Degree course in BFA for the academic year 2013-2014.

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

Pro forma – E

(For D-3 candidates)

(For son and daughter of Active defence service personnel not domiciled in Maharashtra State but retrained 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
Admission to First Year of Four Year Degree course in BFA for the academic year 2013-2014.

Date :

Place :

(Signature)

Name & Designation of the
Head of the office

Seal of
the Office

Pro forma – F

(For P1/ P2/ P3 Candidates)

(For Physically Handicapped Candidates)

CERTIFICATE

This is to certify that I have examined Mr. / Miss on

He / She has(Name of the Physical Disability)

which comes under the sub Category Blindness **(P1)**/Speech & Hearing impaired**(P2)**/ Orthopedic
disorder **(P3)** The percentage of handicap is%.

The candidate is capable of carrying out all activities related to theory and practical works as applicable to
degree course in BFA without any special concessions and exemptions.

This certificate is issued for the purpose of his/her admission to First Year of Four Year Degree course in
BFA for the academic year 2013-2014.

Date :

Place :

Director

All India Institute of Physically Handicapped, Mumbai

(Or)

Dean/Civil Surgeon

Pro forma – F-1

(For Physically Handicapped Candidates)
P3 (Learning Disability) Candidates
LEARNING DISABILITY CLINIC
L.T.M.G. HOSPITAL, SION, MUMBAI 400 022.

CERTIFICATE

Date :

Name :

Age :

Date of Birth :

Date of Registration : L.D.No.

Father's Name :

Std :

School Name :

Physical & Neurologic
Assessment

(Date :)

Psycho logic Assessment

(Date :)

WISC (R) Verbal IQ :

Performance IQ :

Global IQ :

Interpretation :

Educational Assessment

(Date:)

WRAT :

RSA

The candidate is capable of carrying out all activities related to theory and practical work as applicable to, Degree course in HMCT without any special concessions and exemptions.

This certificate is issued for the purpose of his/her admission to Degree course in BFA for the academic year 2013-14.

Diagnosis :

Recommendations :

(Signature & Stamp)

Pro forma -H

कमीतकमी ₹ १००/- च्या नॉन ज्युडीशियल स्टॅम्पपेपरवर खाली नमूद केलेले हमीपत्र सादर करावे

हमीपत्र

मीअसे हमीपत्र देतो की, जर मला प्रथम वर्ष बी.एफ.ए. या प्रवेश प्रक्रियेत प्रवेश मिळाला तर जात पडताळणीबाबतची आवश्यक ती सर्व कागदपत्रे मी प्रवेश झालेल्या महाविद्यालयात दिनांक ३०/०८/२०१३ पर्यंत सादर करीन.

जात वैधता प्रमाणपत्र दिनांक ३०/११/२०१३ पर्यंत मिळविण्याची सर्वस्वी जबाबदारी माझी असेल.

जात वैधता प्रमाणपत्र प्रवेश मिळालेल्या संस्थेत दिनांक ३०/११/२०१३ पर्यंत सादर न केल्यास किंवा माझे जात वैधता प्रमाणपत्र कोणत्याही कारणास्तव मिळण्यास ऊशीर झाल्यास पर्यायाने प्रथम वर्ष बी.एफ.ए. अभ्यासक्रमासाठी मिळालेला प्रवेश रद्दबातल झाल्यास त्याची जबाबदारी महाराष्ट्र शासन व कला संचालनालय, महाराष्ट्र राज्य, मुंबई यांची राहणार नाही व सदर जबाबदारी सर्वस्वी माझी राहिल.

विद्यार्थ्याचे नाव :

विद्यार्थ्याची स्वाक्षरी व दिनांक :

जातीचा प्रवर्ग / जातीचे नाव :

सीईटी रोल नंबर :

Pro forma – I
UNDERTAKING

(To be submitted at the time of verification of documents at ARC and / or at the time of reporting in the Institute – Strike out whichever is not applicable)

- a) I(Name of the candidate) herewith undertake that I have read all the rule of Admission for the year 2013-14 and after fully understanding all the rules, I have filled in this application form for admission to first year of Applied Arts and Crafts for current academic year.
- b) I am a citizen of India or I am a Citizen of / Foreign National.
- c) My Candidature is Maharashtra / OMS / J & K Migrant / PIO
- d) I am a Type A Maharashtra Candidate and My Home Board/University is -----as per rule no. 2.5
- e) I am a Type B Maharashtra Candidate and My Home Board/University is -----as per rule no. 2.5
- f) My Birth date is ----- Place ----- State -----
- g) I am here with submitting the domicile certificate issued by-----of District----- vide No.-----dated: -----
- h) I belong to -----category which is recognized as Backward Class Category in Maharashtra State vide G.R. No. -----dated ----- The serial No. of my caste is - ----- and based on this, I am herewith claiming the reservation as per rule no 3.0 and submitting the caste certificate issued by ----- vide No. ----- dated -----
- i) I do not belonging to creamy layer and to substantiate the claim I am herewith submitting the Non-Creamy Layer Certificate issued by ----- vide No. -----Dt.:----- and which is valid up to 31st March 2014.
- j) The information given by me in my application form is true to the best of my knowledge and belief.
- k) If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provision of the law.
- l) I have not been debarred from appearing at any examination conducted by any Government constituted or statutory autonomous examination authority in India.
- m) I fully understand that the offer of allotment will be made to me depending on my inter-se-merit, option given by me and availability of seats at that point of time during the process of allotment.
- n) I hereby agree to confirm to any Rules, Act and Law enforced by the Government and I hereby undertake that so long as I shall be a student of the college / Institute I will do nothing either inside or outside the College / Institute which may result in compelling the authorities to take disciplinary action against me under the rules, acts, and law of good conduct and behavior in general and those referred to under Rule 9.00 in particular.
- o) I fully understand that the Dean/ Principal/ of the Institute where I shall be finally admitted, will have a right to expel, rusticate me from the College / Institute for any infringement of the Rules of good conduct and discipline in general and particularly those referred under Rule No. 9.00 Conduct and Discipline and the rules of good conduct and discipline prescribed by the Institute / College / University (if any).

Signature of the Candidate
Application ID :-
(Name of the Candidate)
MH-CET-AAC Roll No. :-

Signature of Parents

(Name of the Parents)

Pro forma – J

(For son and daughter of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J & K Police Officials posted in Jammu / Kashmir 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. / J & K Police presently posted and working at which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his / her son / daughter admission to first year of Four Year Degree Course in Bachelor of Fine Arts for the academic year 2013-2014.

Date :

Head of the Office

Place:

Seal of the
Office

Pro forma – K

(For Jammu / Kashmir Migrant Candidates)
(Migrant Staying at 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 Jammu and Kashmir The details 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 Four Year Degree Course in Bachelor in Fine Arts for the academic year 2013-2014.

Date:

Head of the Office

Place:

Migrant / Refugee Camp

Seal of the Office

Pro forma – L

(For Refugee staying with Relatives)

(Displaced Jammu / Kashmir Candidates staying with relatives / friends in India other than
Migrant Refugee Camp)

CERTIFICATE

RefNo.:

Date:

This is to inform that Mr. / Miss. is displaced person
from Jammu & Kashmir after 1990 due to terrorist activities in Jammu & Kashmir. He / She is
staying with

(Name and Complete Address of the Person with whom the candidate is staying at present)

..... since pastyears.

The certificate is issued for the purpose of his / her admission to First Year of Four Year Degree
Course of Bachelor in Fine Arts for the academic year 2013 – 2014.

Date :

District Collector

Place:

Seal of the Office

Pro forma – O

Specimen Application form for cancellation of admission (To be submitted in duplicate)

Date :

To
The Principal,
(Name of the Institute)

Sir,
Full name of candidate :
Name of College :
.....

Course :

Date of admission :
University Merit Number : State Merit Number :

Amount of fee paid : `

Fee Receipt Number and Date: (Attach Xerox copy)

I request you to kindly return my original documents and refund the fees paid as per the rules.

.....
Signature of candidate

Full address of the candidate:

Telephone No.:

For Office use only:

Amount Paid ₹	
Amount Deducted ₹	
Amount refunded ₹	
Cheque No. & Date	
Bank particulars	

Signature of Accounts Officer

Received the following original documents from the Admission Authority, along with the cheque towards refund of tuition fees:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Directorate of Art, Maharashtra State, Mumbai.
Sir J. J. school of Art Compound, Dr. D. N. Road, Fort, Mumbai - 400 001

1. Maharashtra State(MS) or OMS(OMS) Candidate (Ref Rule 2.5 & 2.6 of Brochure)			
---	--	--	--

DD Amount (Rs)				/-		DD MICR Code:								
-----------------------	--	--	--	----	--	----------------------	--	--	--	--	--	--	--	--

DD / PO Number:														DD Date:				/			/	2	0	1	3
------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------------	--	--	--	---	--	--	---	----------	----------	----------	----------

Bank Name:		Branch Name:	
-------------------	--	---------------------	--

[illegible]

(Middle Name)

[illegible][illegible][illegible][illegible]

														PIN							
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[illegible]

Gender (<i>M - Male / F - Female</i>)				Date of Birth			/			/			
---	--	--	--	---------------	--	--	---	--	--	---	--	--	--

$$(D\ D\ /\ M\ M\ /\ Y\ Y\ Y\ Y)$$

4.1 HSC / Equivalent Passed			Appeared		
------------------------------------	--	--	-----------------	--	--

If Passed, Total Marks				Out of				Percentage				.			%
------------------------	--	--	--	--------	--	--	--	------------	--	--	--	---	--	--	---

If Passed, English Marks				Out of				Percentage				.			%
--------------------------	--	--	--	--------	--	--	--	------------	--	--	--	---	--	--	---

4.2 SSC (Level 10), Total Marks			Out of			Percentage			.		%
----------------------------------	--	--	--------	--	--	------------	--	--	---	--	---

4.3 Intermediate Drawing Grade Examination (Y - Yes / N - No)																			

If Yes, Put Tick mark on appropriate Grade ✓									
A				B				C	

5.1 OPEN / SC / ST / VJDT/ NT1/ NT2/NT3/ OBC/ SBC															Caste:	
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------	--

5.2 Do you have Non-Creamy Layer certificate for VJDT/NT1/NT2/NT3/OPC/SPC. (Y-Yes / N-No)											

3.2 Do you have Non-Creamy Layer certificate for VSD1/N11/N12/N13/OBC/SBC (I - 128/N - No)
(issued preferably after 1 Apr 2013)

(Issued preferably after 1 Apr 2015)										
5.3	Physically Handicap (Y- Yes / N- No)		If Yes	Type of Physically Handicap	P1		P2		P3	

5.4 Defence (Y - Yes / N - No)										If Yes, Type of Defence Category										D1			D2			D3		
--------------------------------	--	--	--	--	--	--	--	--	--	----------------------------------	--	--	--	--	--	--	--	--	--	----	--	--	----	--	--	----	--	--

[illegible][illegible]

Date:	Signature of Candidate
-------	------------------------

Application ID of the Candidate		F	A	1	3					
---------------------------------	--	---	---	---	---	--	--	--	--	--

(To be filled online on www.doa.org.in/bfa13/)

IMPORTANT INSTRUCTIONS

1. Please read the information brochure carefully; follow the instructions for filling up the application form (Given in the Annexure).
2. The MH-AAC-CET 13 application form obtained by the candidate is not transferable.
3. Before submitting the application form, please verify that it is signed by you, your parent/guardian.
4. Candidate must preserve the Receipt-cum-Identity card and Hall Ticket safely and bring the same to the examination hall and produce it on demand.
5. In case of loss of Hall Ticket, it shall be obligatory on the part of the candidate to procure duplicate Hall Ticket from the Center in charge, not later than one hour before the commencement of examination, on production of sufficient evidence (Receipt Cum Identity Card) to prove that the he / she is the genuine / bonafide examine.
6. Photograph of the candidate on the application form, Receipt-cum-Identity card and duplicate Hall Ticket should be taken from the same negative.
7. Please note that issue of Hall Ticket is just a provision for appearing in MH-AAC-CET and does not imply that the candidate is eligible for admission.
8. In all your future correspondence with the CET cell, please mention either your application form number or the MH-AAC-CET-13 examination roll number.

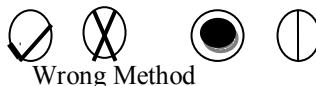
INSTRUCTION TO THE CANDIDATE

For the day of Examination

1. Material to be brought to examination hall Admit Card, Receipt Cum Identity Card, Black Ball Point Pen and Card Board/Clip Board Pencil Colour Brush and other required material for Exam.

“ NO MOBILES ALLOWED IN THE EXAMINATION CENTER”

2. Do not bring any Question Booklet,
2. Candidate should occupy the seat in the examination hall 45 minutes before the commencement of the examination.
3. Calculator and communication devices like cellular phone etc. are not permitted in the examination hall.
4. Darken only circle completely for each answer as shown below.



5. General Knowledge sheet must be made only with BLACK ball point pen.
6. No candidate will be allowed to leave the examination hall till completion of the examination.
7. Ensure that you have correctly filled up your Roll Number, Question Booklet Number and Question Booklet Version number in your answer sheet and signed at the space provided.
8. Ensure that you have written your Roll number and Answer sheet number on Question Booklet and signed at the space provided.
9. Adoption of any unfair means in the examination shall render a candidate liable for punishment under “Maharashtra Prevention of Malpractices Act, University, Board and other specified Examination Act, 1982” and disqualify him/ her for MH-AAC-CET-2013 examination.