



**Instruction regarding Cancellation of Admission and Refund of fees, return of documents by Institutions**

**Master of Management Studies (MMS) Two Year Full-Time Degree Programme for Academic Year 2024-25**

The Following instructions are being issued as per point no.15 of the information brochure issued by the Government of Maharashtra, State Common Entrance Test Cell for Management (MBA) for Academic Year 2024-25

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut off date;
- (c) (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- (d) (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time. 16. Change of Course or Institution after First, Second or Third year of Under.

Dr. Balkrishna Parab  
Programme Co-ordinator

Approved

Director

10 AUG 2024



# **GOVERNMENT OF MAHARASHTRA**

## **State Common Entrance Test Cell**

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### **Information Brochure**

## **Academic Year 2024-25**

for admissions to

#### **Full Time Professional Under Graduate Technical Courses**

- First Year and Direct Second Year of Engineering and Technology (B.E./B.Tech.)
- First Year and Direct Second Year of Hotel Management & Catering Technology (B.HMCT)
- First year of Planning (B.Planning)
- First Year Bachelor of Design (B.Design)
- First Year and Direct Second Year of Pharmacy (B.Pharm.)
- First Year of Bachelor of Pharmacy(Practice)
- First Year of Architecture (B.Arch.)

#### **Full Time Professional Post Graduate Technical Courses**

- First Year Master of Engineering and Technology (Integrated) [M.E.(Integrated) / M. Tech (Integrated)]
- Engineering and Technology (M.E./ M.Tech.)
- Hotel Management and Catering Technology (M.HMCT)
- Hotel Management and Catering Technology (M.HMCT) (Integrated)
- Planning (M. Planning) (Integrated)
- Planning (M. Planning)
- Management (MBA)
- Computer Applications (MCA)
- Pharmacy (M.Pharm.)
- First Year of Pharm. D.
- Pharm. D. (Post Baccalaureate)
- Architecture (M.Arch.)

- (4) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for a period of three consecutive years, the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per the provisions of sub-section (2) of section 6 of the Act.

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

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the Institution. Once the candidate submits online request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online request made by candidate for cancellation as final, irrespective of whether he has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Institute shall refund the entire fees to the candidate after deduction of Rupees one thousand only towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute;
- (b) Candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority. Link for online cancellation for admission shall be deactivated after cut off date. Candidate has to apply for cancellation of admission to the institute by submitting application to the Institute after the cut off date;
- (c) No institution, who has in its possession or custody, of any document in the form of Certificates, Degree, Diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such Certificate, Degree, Diploma, award or any other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution;
- (d) The Institution shall not entitle to recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

**16. Change of Course or Institution after First, Second or Third year of Under Graduate and Dual Degree or integrated programme. -**

- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in all subjects or failed in one of the heads of passing, shall be allowed to do so in the same institution subject to the availability of seats and changes shall be carried out based on the marks of First Year or First and Second Semester together. The Principal