



Shri Vile Parle Kelavani Mandal's

Shri Bhagubhai Mafatlal Polytechnic

Vile Parle (West), Mumbai – 400 056.



INFORMATION BROCHURE

for

Full Time Diploma Courses
2015-2016



SHRI VILE PARLE KELAVANI MANDAL

MANAGING COMMITTEE 2014-2015

OFFICE BEARERS

Shri Amrish R. Patel

Hon. President & Trustee

Shri Bhupesh R. Patel

Hon. Joint President & Trustee

Shri Pravin V. Gandhi

Hon. Vice President

Shri Sunandan R. Divatia

Hon. Secretary

Shri Shalin S. Divatia

Hon. Joint Secretary

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Hon. Treasurer

Dr. Jayant P. Gandhi

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Hon. Joint Treasurer

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MEMBERS

Shri Bharat M. Sanghvi

Shri Bhargav N. Patel

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Shri Chintan A. Patel

Shri Churchill Shah

Shri Harihar R. Patel

Shri Harshad B. Kawa

Shri Nayan M. Patel

Shri Jagat A. Killawala

Shri Jagdish B. Parikh

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Shri Naresh K. Sheth

Shri Jayesh R. Gandhi

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Dr. Rajesh L. Jani

Shri Rajgopal C. Bhandari

Shri Prithviraj C. Shah

Shri Shantilal P. Bhatt

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Shri Tapan M. Patel

Shri Tushar H. Mehta

Shri TNV Ayyar

Shri Vamanrai V. Parekh

Shri Vedprakash K. Dudeja

Shri Vinod M. Goradia

Shri Vinod M. Patel

Shri Vivek C. Vaidya

Shri Sanjay A. Desai

ADMINISTRATORS OF SVKM

Shri Asoke Basak

Chief Executive Officer

Shri Mohan Awate

Addl. Chief Executive Officer

Shri Anil K. Bapat

Chief Financial Officer

Shri Nilesh M. Mohile

Chief Administrator



SHRI VILE PARLE KELAVANI MANDAL'S

Shri Bhagubhai Mafatlal Polytechnic

Vile Parle (West), Mumbai – 400 056.

Tel. : 4233 6000

Fax : (022) - 2611 0117

Website : www.sbmp.ac.in



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Shri Amit Desai

Shri Anand K. Pandit

Shri Ashwin Doni

Shri Bharat M. Sanghvi

Shri Bhargav N. Patel

Shri Bhupesh P. Bafna

Shri Chandrakant T. Shanghvi

Shri Chintan A. Patel

Shri Harihar R. Patel

Shri Girish Mehta

Shri Harshad B. Kawa

Shri Jagat A. Killawala

Shri Jagdish B. Parikh

Shri Jairaj C. Thacker

Shri Jayesh P. Choksi

Shri Jesus Lal

Shri Kirit P. Mehta

Shri Naresh K. Sheth

Shri Nimir K. Mehta

Shri Rajiv M. Sanghavi

Mrs. Sneha A. Parekh

Shri Maherdas J. Patel

Shri Mukesh A. Shah

Smt. Manju D. Gupta

Shri Mukesh H. Patel

Shri Pratapchandra B. Patel

Shri Pravin H. Doshi

Shri Rajendra K. Shah

Shri Rajgopal C. Bhandari

Shri Rajnikant S. Ajmera

Smt. Sarla H. Doshi

Smt. Saroj Rao

Shri Shailesh M. Patel

Shri Sunil N. Dalal

Shri Tapan M. Patel

Shri Tushar H. Mehta

Shri Vedprakash K. Dudeja

Shri Vasantrai D. Gandhi

Shri Nayan M. Patel

Shri Prithviraj C. Shah

Shri Sanjal A. Desai

Shri TNV Ayyar

Shri Vijay I. Patel

Shri Vinod K. Goenka

Shri Vinod M. Goradia

Shri Vinod M. Patel

Shri Vivek C. Vaidya

Smt. Zainab R. Chauhan

Shri Asoke Basak

Shri Mohan Awate

Shri Anil K. Bapat

Shri Nilesh M. Mohile

Special Invitees

Shri Deepak Golwala

Shri Jai Chinai

Shri Rajesh V. Shah

Shri Bhagubhai Mafatlal Polytechnic

INFORMATION FOR STUDENTS

(1) About Shri Vile Parle Kelavani Mandal

Shri Vile Parle Kelavani Mandal is registered under (i) the Societies Registration Act XXI of 1860 – No. 733 of 1934-1935 and (ii) the Bombay Public Trusts Act, 1950 (Bombay) XXIX of 1950 – No. F-30 (Bom.) 1953.

The Mandal was formed in 1934 and commenced its activities by taking over the Rashtriya Shala, a school established in 1921 in the wake of National Movement. The School was later named "Shrimati Gokalibai Punamchand Pitamber High School".

Due to concerted efforts by the Management and the interest taken by Citizens in the locality as well as Industrialists and Businessmen, Shri Vile Parle Kelavani Mandal has been able to achieve excellence in the field of education and establish a number of institutions covering Arts, Science, Commerce, Law, Management and Technical Education and School Education. Presently, about 30,000 students are studying in Shri Vile Parle Kelavani Mandal's Institutions.

Some of the renowned Institutes of SVKM in the field of science & technology are :

- * Narsee Monji Institute of Management Studies(NMIMS), Deemed to be University
- * Shobhaben Pratapbhai Patel School of Pharmacy & Technology Management, (SPPSPTM)
- * N.M. College of Commerce & Economics
- * Balwant Sheth School of Architecture
- * Mukesh Patel School of Technology Management
- * C.B. Patel Research Centre
- * Institute of Intellectual Property Studies.

(2) About Shri Bhagubhai Mafatlal Polytechnic

Shri Vile Parle Kelavani Mandal established this Polytechnic in 1963 with a munificent donation of Rs. 7,50,000/- from Shri Arvind N. Mafatlal and his brothers and named the same after their uncle Shri Bhagubhai Mafatlal.

Mafatlal family and their industries have taken keen interest in developing the same and given financial support. The Polytechnic receives Grants and Project fund from the State and Central Governments for establishing facilities and developing its infrastructures. The Polytechnic has developed excellent interaction and liaison with industries and has received financial support for a variety of projects and towards equipment support.

S.B.M. Polytechnic has created a name for itself by maintaining high standard of discipline and performance. The Polytechnic believes in organising need-based programmes and assisting in-service personnel in education and training activities. The Polytechnic has developed Sandwich Programmes and has diversified its conventional programmes initiated in 1963 into variety of discipline areas as First Level as well as Post-Diploma Level along with in-service programmes. The Polytechnic is a grant-in-aid autonomous institution affiliated to the Maharashtra State Board of Technical Education. The Polytechnic is being managed by the duly constituted Managing Council (Refer Inside Back Cover)

(3) **Location, Environment and Buildings**

The Polytechnic is located on Road No. 3 crossing Swami Vivekanand Road, Vile Parle (West) at a distance of about two and half km on the west of either Vile Parle or Andheri Railway Station on the Western Railway. The Polytechnic may be reached by a three minutes walk from the Irla Naka Bus Stop. It is bounded on the north by Smt. Chandaben Mohanbhai Patel Homeopathic Medical College, on the east by offices of the Khadi & Village Industries Commission and on the west by the Dr. R. N. Cooper Municipal General Hospital Building. The Narsee Monjee College of Commerce & Economics, the Mithibai College of Arts and Chauhan Institute of Science are situated nearby on the south of Polytechnic. Bus routes available from Andheri Rly. Station (West) are 4 Ltd., 84 Ltd., 202 Ltd., 358 Ltd., 201, 253.

The ground plus three storeyed building of the Polytechnic houses the Administrative Offices, Class rooms, Library, Laboratories, Drawing Halls, Computer Centres, Staff-rooms, Engineering Workshops, as well as Canteen, Staff Club and Staff and Students' Common Rooms.

(4) **Autonomy**

The Polytechnic has been granted academic autonomy for Diploma and Post Diploma courses and conducts all the examinations including final year. Diplomas are awarded by the Polytechnic.

(5) **Courses offered**

The Various courses offered at this Polytechnic and sanctioned intakes are given below :-

Full-time Diploma Courses

(A) Aided Courses (4 years, Semester Pattern, Sandwich)

* Civil Engineering	(1963	–	Intake 30)
* Mechanical Engineering	(1963	–	Intake 60)
* Electrical Engineering	(1963	–	Intake 40)
* Industrial Electronics	(1971	–	Intake 20)
* Plastic Engineering	(1974	–	Intake 30)
* Chemical Engineering	(1975	–	Intake 30)
* Digital Electronics	(1981	–	Intake 30)

(B) Unaided Courses (3 years, Semester Pattern, Non Sandwich)

* Computer Engineering	(2001	–	Intake 60)
* Information Technology	(2002	–	Intake 40)

- **Classes will be conducted from 7.30 a.m. to 3.30 p.m.**

(6) Career Prospects in full-time diploma course

All Diploma Courses (aided) at Shri Bhagubhai Mafatlal Polytechnic are oriented to training of Technicians in the respective branch of Engineering.

Technician requirements include

- * Knowledge and Application of underlying Scientific Principles.
- * Knowledge and Application of Process, Methods and Techniques employed in industry in areas of Maintenance, Operation, Manufacturing, Construction, Installation and Servicing.
- * Manipulative Mathematics to understand the effects of various Parameters.

Technicians are the link between Designers and Craftsmen and they serve key role as first time supervisors in Industry. Technician's work demands both manipulative as well as motor skills and includes supervision of craftsmen / artisans in various sections / departments of industry.

Technicians have good scope of working in small-scale industry and of developing as entrepreneurs.

Avenues for Diploma Holders for upgrading educational qualifications are available in following ways:–

Taking up professional examinations of Institutions, such as –

- * Institution of Engineers (India).
- * Indian Institution of Industrial Engineering.
- * Indian Plastics Institute (India).
- * Institution of Electronics and Telecommunication Engineers.
- * Indian Institute of Chemical Engineering.
- * Institution of Mechanical Engineers (Mumbai)
- * Taking up Post Diploma Courses.
- * Taking up additional Diploma Courses in Mechanical, Electrical and Production Engineering.
- * Taking up University Courses, such as, B.E. in Full-Time / Part-Time.

Career prospects and emphasis of various courses are given below.

(i) Civil Engineering

The Diploma Course in Civil Engineering covers Materials of Construction, Use of Surveying and Levelling Instruments, Civil Engineering Drawing, Methods of Construction as applied to Buildings, Roads, Bridges, Public Health Engineering, Quantity Surveying and Estimation and Entrepreneurship.

The student is also provided with adequate background in Designing of Structures and in Project Management.

Civil Engineering Technician can take up supervision of construction of all types of works, such as Surveying, Levelling and Data collection. He / She can also be useful in Materials Management, taking measurements, etc.

He / She can get employment as Overseer / Junior Engineer in Municipal Corporation, Buildings and Constructions Department, Irrigation and Power Department, State Electricity Board, Housing Board, Building Repairs and Reconstruction Board, etc. He / She can get appointment as Supervisor in Private Construction organisations.

The student can also find employment in Consulting organisations for Designing work. So also, he / she can work independently as a Contractor.

(ii) **Mechanical Engineering**

The Diploma Course in Mechanical Engineering lays emphasis on manufacturing in engineering industries. Syllabus covers subjects such as Work Study, Production Management, Process Engineering, Tool Design, Mechanism, Power Engines, Refrigeration and Air-conditioning, Hydraulic Machinery, Machine Design Practice and Entrepreneurship.

Students can, work in Engineering Department, Inspection, Quality Control, Maintenance and Production Shops, and Industrial Engineering Department in Engineering Industries involved in manufacture of Industrial Machinery, Machine Tools, Automobiles, Ancillary Industries, Electrical Machinery, etc.

(iii) **Electrical Engineering**

This Course lays emphasis on Power Distribution and Utilisation. It covers subjects like Electrical Engineering Materials, Drawing and Estimation, Electrical Machines, Electrical Power Generation and Distribution, etc. In addition, the student is also acquainted with subject like, Basic Electronics, Engineering Economic Analysis, Effective Supervision and Entrepreneurship.

Students passing the Diploma Course in Electrical Engineering can get employment as Overseer or Estimator with Electrical Contractors and as Junior Engineer in Organisation like State Electricity Board, BSES, BEST. They can work as charge hands in Maintenance and Erection filed also and can get an opportunity to work in Assembly, Testing and Departments in Industry manufacturing Electrical Machines and Equipment . They can have an opportunity to work as Sales and Service Engineers.

(iv) **Industrial Electronics**

The emphasis in this Course is on Testing, Modification and Development of Circuits useful in Control of Power to Industrial Drives and Control of Signals in Test / Process Instrumentation and Communication. The job prospects are as Technical Assistant, Supervisor, Operator in Quality Control, Production, Development and Maintenance Departments of Industries which are manufacturing and using electronic equipment. There is a scope for self-employment in manufacturing of electronic equipments and controls or servicing of electronic gadgets including Radio and T.V. receivers.

(v) **Digital Electronics**

The syllabus covers subjects like Electronic Measurement, Electronic Calculation, Microprocessor Applications, Analog and Digital Techniques. Various Phases of Development of an Electronic Gadget incorporating related Calculations, Drawings, Fabrication and Testing work are effectively integrated with Industrial Training and Term-work in various semesters through Project Work.

(vi) **Plastic Engineering**

The Plastics Engineering Diploma Course lays emphasis on Engineering aspects of Plastic Industry. It deals with various processes used in Plastic Processing Machinery, Mould Design and Fabrication and Plastic Testing with sufficient knowledge of properties of Plastic materials. The students can work in Tool-Rooms making Moulds, in Plastic Industry making end products and Manufacture, Installation, Maintenance and Servicing of Plastic Machinery. There is a scope for development as an entrepreneur also. Unlike a technology programme, this course is on the Engineering side oriented to Plastic Industry. Students cover subjects such as, Production Planning and Control, Inspection, Effective Supervision and Engineering Economic Analysis which improve their awareness to needy areas, such as personnel, costing and management.

(vii) **Chemical Engineering**

The Diploma course in Chemical Engineering deals with various aspects of Chemical Industry, such as, Unit operations, Process Technology of Important Commercial Chemicals, Process Control and Instrumentation, Maintenance and Material Handling. The course covers, important subjects such as, Corrosion and its Prevention, Pollution and its Control, Quality Control and Safety in Plant Operation. The students undergoing this Course get well conversant with the Plant Operation and Maintenance of Modern Chemical Plant.

They can work in industry as Foremen, Supervisors and thereby fill the gap between the Chemical Engineer and the Craftsman. They can also work for Fabrication, Erection and Commissioning of Plants. The students will be suited to Chemical Industry manufacturing Organic as well as Inorganic Chemical.

(viii) **Computer Engineering**

The Courses is Three Years Full Time, Un-aided, Non-Sandwich Semester - Pattern having Multipoint Entry & Credit System. The emphasis of the course is on Computer Education at a Technical Level covering Knowledge of Software : Programming Languages, System Analysis and Design, Database, Concepts of Operating System, Hardware : Maintenance & Servicing of Electronic Circuits, PC Architecture, Basics of Computer Technology, Maintenance & Servicing of Computer, Peripheral Devices and Instruments at higher semesters alongwith basic Science Subjects - Mathematics, Physics, Communication Skill / English - in first and second semester. The Students learn the fundamentals of Computer Maintenance and Servicing leading to become.

- * A Service Technician
- * Assistant Programmer in Software Industry.
- * Computer Maintenance Technician.
- * A Computer Programmer.

(ix) **Information Technology**

The course is three years full-time, Un-aided, Non-Sandwich semester Pattern having Multipoint entry & Credit System. The emphasis of the course is on Information Technology with computer education at a Technician level covering knowledge of Software : Programming languages, System Analysis and Design, Database, Concepts of Operating Systems, Data structure communication related topics, Internet, Entrepreneurship, Hardware : Electronic Devices, Digital electronics, Robotics, Computer Peripherals at higher semester alongwith basic subjects - Mathematics, Physics, Communication Skills, Generic Skill, basis of Engineering Drawing in first and second semester. The content of syllabus is having weightage of around appex 70% to 30% as software to hardware respectively. After completion of Diploma students will be able to work as :-

- * A Database Administrator
- * Programmer
- * System Network Administrator
- * Web Application - Developer.
- * Customer Support Services

(7) Course Pattern (Aided Courses)

Each course is of semester sandwich pattern, of four years' duration and incorporates two periods of 24 weeks each of inplant training.

There are two semester per year. The course thus are spread over eight semesters.

The candidates are channelised into –

- * Civil Engineering
- * Mechanical Engineering
- * Electrical Engineering
- * Industrial Electronics
- * Plastic Engineering and
- * Chemical Engineering
- * Digital Electronics

Course at entry after scrutinising their application forms for admission to the Engineering Diploma Courses. The sanctioned annual intake in full time aided courses is 240.

Inplant Training

The students receive institutional training for first four semesters. In the fifth semester they are sent to Industry for Inplant or Field Training. They return to the polytechnic in the Sixth Semester for institutional training. In the concluding Eighth Semester, they again receive inplant or field training. This scheme enables the students to learn under actual work-situations during their training and improves their prospects for employment.

The scheme of training and academic instructions is schematically shown below :-

	1st Semester	2nd Semester
1 st Year	Institution	Institution
2 nd Year	Institution	Institution
3 rd Year	Inplant	Institution
4 th Year	Institution	Inplant

The Final Diploma is awarded after satisfactory completion of training and examination at the end of the 8th Semester.

(8) Important features of sandwich pattern courses at polytechnic.

- * Students undergo inplant training of one year duration in two parts. Inplant Training is assessed at the end of each training period. This has resulted in better employment opportunities and better industry acceptance of courses.
- * Suitable modifications have been introduced in the curriculum and examination scheme to make courses relevant to industry needs. These are reviewed periodically.
- * Periodical tests are held throughout the semester for all the subjects and 50 per cent weightage is given to marks earned by the students in these tests.
- * Term work is assessed continuous basis. Students are tracked for regular attendance and satisfactory progress in term-work and sessional work.
- * Ample opportunities are given to the students for more and innovative type of work.

Effective from 1981-82, the Polytechnic has adopted the Multi-Point Entry & Credit System (MPECS) with provides for :-

- * Registration and Examination of subjects in every semester.
- * Pace of study suited to individuals.
- * Optional subjects in disciplinary as well as inter-disciplinary field.
- * Cumulative progress record and performance of students.
- * A master plan of subjects offered in each half of the year in various disciplines of study.

The Rules of Multi-Point Entry & Credit System (MPECS) are available in the Polytechnic Library.

(9) Academic Freedom

All India Council for Technical Education recommended that, as an experimental measure, one Polytechnic from each State should be given academic freedom to frame curriculum, to impart instruction and to evolve a suitable pattern of examinations. This experiment was to make the intended Technician Training more practice-oriented and make technicians directly useful to industry on completion of their training.

The Maharashtra Government chose Shri Bhagubhai Mafatlal Polytechnic as the experimental Polytechnic. The Diploma Courses in Civil, Mechanical and Electrical Engineering were granted academic freedom from June, 1969.

In the academic year 1978-79, the Government of Maharashtra extended academic freedom to other courses, viz, Industrial Electronics, Plastic Engineering, Chemical Engineering and Digital Electronics.

Effective from 1989-90, the Polytechnic was granted full autonomy to conduct all the examinations including final year and award the Diplomas.

Effective from 1993-94, autonomy is extended to the Post Diploma and Part Time Diploma Courses.

Soft Skills Training

We provide for a strong foundation for the all round development of the student. To make the student corporate ready, the first year focuses on laying a foundation on the English Language Skills. The second year focuses on Self management and People Skills which include programmes on Personality Development, Presentation skills, Goal Setting, Confidence building, Conflict Management, Inter-personal Skills, Negotiation Skills, Team building and Decision Making. A pre-placement package in the final year focuses on Interview Skills, Group Discussion, Business Etiquettes and Work Ethics.

The soft skill training is compulsory for all the students and the minimum attendance for soft skills training is 75%, failing which the polytechnic will take appropriate disciplinary measures.

(10) **Administration**

Principal & Secretary

Shri U. M. Kantute, M. Tech. (Automobile)

Training & Placement Officer

Dr. A. G. Patil, Ph.D. (Tech.), M.S. (E & C)

Controller of Examinations

Shri S. T. Khelkar, B.E. (Comp.)

Registrar

Mrs. P. S. Khire, M.Com. (Business Administration)

System Analyst

Ms. Anuja D. Jadhav, B.E. (Comp.)

(11) **Faculty**

* **Civil Engineering Department**

Head

Shri V. B. Vanvari, M.E. (Civil), M.I.E., Member ISTE, ASCE, ICI.

Lecturers

Shri A. K. Singh, B.E. (Civil)

Shri K. P. Jayateertha, B.E. (Civil)

Shri S. N. Ranshur, M.E. (Civil)

Ms. Y. K. Soni, M.Tech. (Civil)

Mrs. S. P. Patil, B.E. (Civil)

Mrs. Neelam Varpe, B.E.(Civil)

* **Mechanical Engineering Department**

Head

Shri A. K. Chore, B.E. (Prod.), M.E. (Mech.)

Lecturers

Shri N. M. Pathak, B.E. (Prod.), M.Tech.(Edu.)

Shri N. M. Patil, B.E. (Mech.)

Shri A. D. Bele, B.E. (Mech.), M.Tech. (Mech.)

Shri R. R. Ambade, B.E. (Mech.)

Shri G. J. Badwe, B.E. (Mech.), M.E. (Mech.)

Shri P. R. Parate, B.E. (Prod.), M.E. (Prod.)

Shri S. B. Wasnik, B.E. (Mech.), M.E. (Mech.)

Shri G. B. Deshpande, B.E. (Prod.)

Shri A. S. Shukla, B.E. (Prod.)

Shri V. Timbadia, B.E. (Mech)

Shri Prateek Sawant B.E.(Mech.)

* **Mechanical Engineering Workshop**

I/c Workshop Superintendent

Shri S. C. Kolekar, B.E. (Prod.)

* **Electrical Engineering Department**

I/c. Head

Dr. A. G. Patil, Ph.D. (Tech.), M.S. (E & C)

Lecturers

Shri N. D. Adate, B.E. (Elect.), M.Tech.(Elect.)

Shri D. Rajmandai, B.E. (Elect.)

Mrs. A. Kinhekar, B.E. (Elect.), M. Tech. (Elect.)

Ms. Urvi Sawant, B.E. (Elect.)

* **Industrial and Digital Electronics Department**

Head

Mrs. A. A. Kulkarni, B.E. (Eletx.), M.E. (Eletx.)

Lecturers

Shri L. B. Deshpande, B.E. (Eletx. & Telecom.), M.E. (Elex. & Tele.)

Shri N. G. Farkade, B.E. (Eletx), M.E. (Eletx)

Shri S. S. Rokade, B.E. (Eletx.), M.E. (Eletx)

Shri Pooja Nikhade, B.E. (Eletx.), M.E. (Eletx. & Tele.)

Shri Prasad Dhuri, B.E.(Eletx.)

Shri Saurabh Patel, B.E.(Eletx.)

* **Plastic Engineering Department**

I/c. Head

Shri D. M. Karad, B.Sc. (Tech.) (Plastics), M.Sc. (Tech.)

Lecturer

Mrs. N. N. Israni, M.Sc., L.P.R.I.

Ms. R. Sawarkar, B.Tech. (Chemical Tech.)

Shri Sachin Kamble, B.E.(Plast.)

Shri Navin Tembhurnikar, B.E.(Plast.)

Mrs. Meghana Humbal, B.E.(Polymer)

* **Chemical Engineering Department**

Head

Shri R. D. Shimpi, B.E. (Chem.), M.Tech. (Chem.)

Lecturers

Mrs. Sheela Narendranath, B.Tech. (Chem.)

Shri M. M. Belwalkar, B.Tech. (Petrochemical Engg.), M.Tech. (Chem.)

Shri Nilesh Nagose, M.Tech.(Chem.)

Mrs. Jyoti Sangle, M.Tech.(Chem.)

* **Computer Engineering Department**

Head

Shri J. S. Kulkarni, B.E. (Comp. Sci. Engg.), M.Tech. (Comp.)

Lecturers

Shri A. B. Dongaonkar, B.E. (Electr. & Telecomm.), M.E. (Electr. & Telecomm.)

Mrs. P. S. Arora, B.E. (Electr. & Telecomm.)

Ms. K. B. Kansara, B.E. (Inf. Tech.)

Mrs. Geetha S., B.E. (Computer Sci. Engg.)

Shri S. U. Masurkar, B.E. (Comp. Engg.)

Ms. Rupali Jagtap, B.E. (Comp. Engg.)

Shri Pratik Shah, B.E. (Comp. Engg.)

Ms. Neha More, B.E.(Inf.Tech.)

Ms. Sharayu Kadam, B.E.(Comp.Engg)

Ms. Priti Bokariya, B.E.(Comp.Engg.)

* **Information Technology Department**

Head

Mrs. N. G. Kadukar, B.E. (Comp. Sci. Engg), M.Tech.

Lecturer

Mrs. R. S. Patwardhan, B.E. (Comp. Sci. Engg.)

Mrs. S. A. Naik, B.E. (Comp. Sci. Engg.)

Shri M. R. Solanki, M.E. (Inf. Tech.)

Shri Pankaj Rathod, B.E.(Inf.Tech.)

Ms. Abhilasha Maurya, B.E. (Inf. Tech.)

* **Mathematics**

Lecturer

Shri A. S. Singh, M.Sc. (Applied Maths)

* **Physics**

Lecturers

Shri S. S. Salve, M.Sc.

Shri G.S. Waghmare, M.Sc.

* **English**

Lecturer

Shri B. M. Pande, M.A. (Eng.), MBA

* **Chemistry**

Lecturer

Mrs. Keerti Bhawe, M.Sc., B.Ed.

Mrs. Sneha Suvarna, M.Sc.

* **Library**

I/c. Librarian

Mr. B.M.Pande, M.A.(Eng.), MBA

* **Visiting Faculty**

Polytechnic invites experts from industry and other Institutions as Visiting Faculty for delivering lectures on specialised topics.

(12) **Fees**

The fees will be notified on the Polytechnic Notice Board at the time of admission. Refer the booklet on Rules and Procedure for Admission to Full Time Diploma Courses.

(13) **Direct Admission to Second Year :**

Candidate should be Indian National domiciled in Maharashtra & must have passed:

HSC Science or HSC(Bifocal/Technical) or HSC(Vocational/MCVC) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 years duration ITI/ITI COE with 3 modules with appropriate specialization or its equivalent.

- Candidates with HSC vocational (MCVC) or 10+2 ITI/ITI COE should have passed SSC (10th Std) or equivalent examination with subjects English, Mathematics(Code 71) and Science(Code 72).
- Eligibility of the student for the specific branches of Diploma programmes shall be as per MSBTE guidelines.

The candidates are advised to visit the websites www.dte.org.in & www.msbt.com of DTE and MSBTE respectively.

(14) **Facilities and Amenities**

- **Smt. Dhirajben Dhanjibhai Mehta Book Lending Library**

Under this scheme, certain prescribed text books are lent to the students for a period of one year on nominal hire charges.

- **Tools Bank**

Owing to the munificence of a gentleman it has been possible to establish this Bank. Certain number of poor and deserving students for the first year are given Workshop Tools for use in the workshop.

- **S.B.M. Polytechnic Students Stores**

S.B.M. Polytechnic Students Stores helps students to procure their needs of journals, workshop tools, drawing materials, etc. at reasonable rates in the premises of the polytechnic.

- **Polytechnic Gymkhana**

The Polytechnic makes every effort to provide facilities to its students to develop their athletic, sports and cultural activities. The Polytechnic Gymkhana is looked after by the Gymkhana Committee consisting of representatives from the students and staff with the Principal as its President. The Polytechnic is taking part in Inter Zonal and Inter Diploma Sports held every year for all the Polytechnics of the State. It has given a good account of itself in the sports by winning many prizes and shields.

- **ISTE Chapter**

The ISTE Chapter is constituted for advancement of the technical activities of students, to develop social contacts among themselves and to promote their cultural and intellectual development. The activities of the Chapter include arranging technical lectures, discussion on papers, seminars, technical films and visits to engineering projects and factories. The Fun-Fair Programme is arranged under the auspices of the Students' Chapter with a view to giving an opportunity to parents, guardians and friends of the students to visit the polytechnic, meet the members of the staff and gather first-hand information about the institute.

- **Career Guidance and Counselling**

The Polytechnic organises students' guidance and counselling activity for first and second year students. Each councillor for guidance and counselling.

- **Placement Services**

Various organisations approach the polytechnic for recommendation of candidates for suitable employment. Attempt are made to guide the students and help them in obtaining suitable employment or in bettering their prospects. These activities are coordinated by the Training and Placement Officer.

- **Alumni Association**

Alumni Association of Shri Bhagubhai Mafatlal Polytechnic has been established in May, 1980. Past students of Shri Bhagubhai Mafatlal Polytechnic are requested to send their names and addresses along with course, year of passing and employment particulars to the Principal and enrol themselves as life members. (Website : sbmpaa.org).

(15) **Facilities for PH CANDIDATES**

For Physically Challenged Candidates the facilities like Ramp, Lift and separate Washrooms are available in the college premises.

(16) **Medical Facility**

“Shri Vile parle Kelavani Mandal” runs a dispensary which operates from 9.00 a.m. to 6.00 p.m. It is manned by two fully qualified Medical Officers in two shifts. Services of dispensary are available for attending to all emergency first-aid and for OPD. This facility is available to all students and staff members of SVKM Institutions.

(17) **Instructions to Students.**

- **Tools, Instruments and other Requisites :**

Each candidate, immediately on admission, must equip himself with the following :–

- a) Drawing instruments and materials.
- b) Workshop Tools.
- c) Apron.

The S.B.M.P. Stores in the Polytechnic usually provides these tools, instruments and other materials of students' needs at reasonable cost. The workshop tool etc. should not be taken out of the **Polytechnic premises without the GATE PASS.**

- **Identity Card**

Each student is required to possess an Identity Card and carry the same while at Institute. In addition, he must submit two copies of his latest passport size photograph to the Library.

The Identity Card is required to be renewed every term. The Identity Card will be signed by the Principal and the student must produce the same as and when asked for.

Students will not be admitted to examination if they are not in possession of Identity Card and Hall Ticket.

- **Railway Concession**

Bonafide students of the Polytechnic are eligible for Railway Concession as per the rules of the Indian Railways. They should contact Office for details in this connection after the payment of fees.

- **Attendance and Sessional Work**

To be eligible for being sent for **the examination, the students should satisfy the following requirement in each subject :**

- (i) He/She must have a **minimum of 75 per cent attendance in each subject for lectures, practicals, drawings and workshop periods**, individually.
- (ii) He/She must complete the term work in the prescribed manner.
- (iii) He/She must not leave a class, workshop, laboratory or drawing hall **without permission, which will entail cancellation of attendance.**
- (iv) Periodical tests are conducted at regular intervals and 20% marks obtained in the tests are carried over to the Final Examination. Students should show good progress in these tests.

Poor progress at the First Semester may lead to discontinuation of studies.

Students who do not conform to the above rules will not be granted terms. They will have to register a fresh and repeat all term-work, despite the fact that they might have done part of the work earlier.

- **Visits to Factories and Inplant Training**

Students are required to pay visits to factories and undergo training arranged by the polytechnic as an integral part of the course, which is compulsory. Each student will have to bear his own expenses for the same.

The students along with his parent / guardian, should give to the polytechnic an undertaking in writing for not claiming any compensation from the Polytechnic against any accident and/ or injury sustaining to the student during any of the factory visits and also during inplant Training.

(18) Standards of Conduct and Discipline

- * Students must be regular and punctual in attendance in classes, tutorial and in submission of Term Work in various subjects. Terms in a subject/s may not be granted and the students may not be sent up for the examination for lack of satisfactory progress, regularity, conduct and attendance. Punishment in the form of FINE will also be imposed.
- * Students are expected to maintain strict discipline within and outside the class-room, workshop, library, laboratories and to observe the rules prescribed from time to time. They are also expected to show politeness and courtesy of speech as well as observe cleanliness in dress and person. Any reported or observed objectionable conduct within or outside the polytechnic on the part of a student would make him liable for disciplinary action.
- * Students must use Apron in the Workshop.
- * Lockers are allotted to the students so that they can keep their Workshop tools, Apron and other instruments. Students are advised not to keep valuable articles, books and other belonging in their lockers. They should put strong and sturdy locks and should operate their individual lockers only.
- * The students should not take job material, drawing sheets outside the polytechnic **under any circumstances.** The defaulters will be severely punished.
- * The polytechnic undertake no responsibility in respect of students' tools, drawing, instruments, etc. Students are advised to have their property properly marked with their names, locked up and removed at the end of each year / Semester.
- * Everything produced in the polytechnic by students using polytechnic materials remains the property of the polytechnic.
- * Students shall not handle or displaced any of the models, apparatus or books belonging to the polytechnic except with permission of the Principal.

- * Any student causing damage to models, apparatus, books etc., will be held personally responsible for the same.
- * Severe penalty will be imposed when a student is found mishandling furniture or equipment or causing damage to the building or property of the polytechnic.
- * Any student who is persistently insubordinate or repeatedly or wilfully mischievous or is guilty of malpractice in connection with examination or has committed an act of serious indiscipline or misbehaviour or who, in the opinion of the polytechnic, has an adverse influence on his fellow students, may be expelled permanently or removed from the rolls for a specified period by the Principal.
- * Smoking within the premises of the polytechnic is forbidden.

The Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15th May, 1999.

(1) Commencement

The Act has come into force with effect from 1st June, 1999.

(2) Definition

In this Act, unless the context otherwise requires.

- (a) **“Educational Institution”** means and includes a college or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusive or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto.
- (b) **“Head of the educational Institution”** means the Vice-Chancellor of University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person, responsible for the Management of the educational institution.
- (c) **“Ragging”** means display of disorderly conduct, doing to any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes;
 - i) Teasing, abusing, threatening or playing practical jokes on, causing hurt to, such students, or
 - ii) asking students to do any act or perform something which such student will not, in the ordinary course, willingly do.

(3) Prohibition of ragging

Ragging within or outside of any educational institution is prohibited.

(4) Penalty for ragging

Whoever directly or indirectly commits, participate in, abets or propagates ragging within or outside any educational institution, shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees (10,000/-).

(5) Dismissal of student

Any student convicted of an offence under Section 4 shall be dismissed from the educational institution 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.

(6) Suspension of students

- (1) Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that 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.

- (2) Where, on the enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.
- (3) The decision of the head of the educational institution that the student has indulged in ragging under Sub-section (1), shall be final.

(7) **Deemed abetment**

If the head of the educational institution fails or neglects to take action in the manner specified in Section 6 when a complaint or ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in Section 4.

(8) **Power to make rules**

- (1) The State Government may, by notification in the Official Gazette, make rules for carrying out all or any of the purposes of this Act.
- (2) Every rule made under this Act shall be laid as soon as may be, after it is made, before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the session immediately following, both Houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notify such decision in the Official Gazette, the rule shall, from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

Anti Ragging Squad & Committee

The names of members of Anti Ragging Squad are displayed at the prominent places in the institute. The students can contact any of the member of squad & report the cases of ragging if any. These cases then will be put up to Anti Ragging Committee for further action.(visit www.sbmp.ac.in)

THE AFFIDAVITS BY THE STUDENTS & PARENTS/GUARDIAN IN CONNECTION WITH ANTI RAGGING ARE TO BE SUBMITTED COMPULSORILY ALONG WITH THE FORM. THE FORMAT FOR THE SAME ARE ENCLOSED WIDE ANNEXURE – I & ANNEXURE – II (Also available on website www.sbmp.ac.in)

(19) **General**

Students should note that the curricula adopted by this polytechnic are different from those run at other polytechnics. It will not be possible for the students to leave the Institute with an intention of joining another polytechnic after completing a few semester.

Students should note the teaching & examination details thereof on the Polytechnic Website.

As per the directives of AICTE and DTE the Polytechnic has constituted the following committee.

(1) Grievance Redressal Committee

In order to ensure transparency by technical institution's imparting technical education, in admission and with paramount objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances, the polytechnic has established a mechanism for Grievance Redressal Committee as per AICTE Notification No. 37-3/legal/2012 dated 25/05/2012 (visit www.sbmp.ac.in)

(2) Women's Grievance Redressal Committee

Women's Grievance Redressal Committee is established in the Polytechnic in order to avoid any type of harassment of women/girls in the institute and to resolve the grievance by women regarding harassment if any in the institute vide letter No. Est - 2012/L.No.432/Desk 1 dated 10/01/2013 issued by Higher & Tech. Education, Govt. of Maharashtra (visit www.sbmp.ac.in)

(20) **Scholarship and Award**

(A) Instituted by Shri Vile Parle Kelavani Mandal

Condition for award

- * The student must continue in the polytechnic for higher session.
- * He should pass the examination at first attempt.

• **Scholarships**

- * **“AMRITLAL & COMPANY PRIVATE LIMITED SCHOLARSHIP of RS. 500.**
For securing highest marks at the Final Year Diploma Examination in Mechanical Engineering
 - * **“CHINMAYA SCHOLARSHIP of RS. 325.**
For securing highest marks at the First Year Engineering Diploma with First Class.
 - * **“JUHU LIONS INDUSTRIAL ELECTRONICS SCHOLARSHIP” of RS. 500.**
For standing in the Fourth Semester Examination of Industrial Electronics.
 - * **“SMT. PRABHAVATI K. NARECHANIA SCHOLARSHIP” of RS. 500.**
For standing first in Final (Fourth) Year Diploma Examination in Digital Electronics.
 - * **“SMT. JHAVERIBEN GANDHI SCHOLARSHIP” of RS. 500.**
For standing first on the basis of performance in 5th and 6th Semesters taken together in Digital Electronics Diploma Course Examination.
 - * **“MRS. PRAMILA MOHANLAL BAFNA SCHOLARSHIP” of RS. 750.**
To a student belonging to a middle income group studying for 4th year of Plastics Engineering Course.
 - * **“MRS. MADANLATA PREMRAJ BAFNA SCHOLARSHIP” of RS. 750.**
To a student belonging to a middle income group studying for 3rd year of Plastics Engineering Course.
 - * **“PROF. K. S. SAWANT AWARD” of RS. 250.**
To a student securing highest marks in sum total of First and Second Semesters in the subject of Mathematics of Diploma Courses.
- **Studentship**
- * **“RAMAN BROTHERS STUDENTSHIP” of RS. 500 each**
To 3 deserving students belonging to middle income group.
 - * **“KAMLESH B. DESAI STUDENTSHIP” of RS. 250.**
To a student belonging to low income group passing Fourth Semester examination in Electrical Engineering.
 - * **“P. Z. PATEL CHARITY TRUST STUDENTSHIP” of RS. 250.**
To 3 deserving students belonging to low income group of any branch of Diploma Course who pass I & II Semester subjects at first attempt and continue study in the polytechnic for III & IV Semester subjects.
 - * **“LATE SHRI JAYESH CHINUBHAI RATILAL SHAH (LODRAWALA) STUDENTSHIP of RS. 250.**
To a student securing highest marks in Second Year (Third & Fourth Semesters taken together) examination in Civil Engineering.
 - * **“LATE SHRI JAYESH CHINUBHAI RATILAL SHAH (LODRAWALA) STUDENTSHIP of Rs. 250.**
To a student securing highest marks in Second Year (Third & Fourth Semesters taken together) examination in Mechanical Engineering.

- **Prizes**

- * **“RATILAL RANCHHODDAS GORADIA SMARAK PRIZE” of RS. 250.**

For securing highest marks in Engineering Drawing at the Third & Fourth Semester Examinations in Mechanical / Electrical Engineering.

- * **“NAVIN CHUNILAL SANGHVI SMARAK PRIZE” of RS. 250.**

For securing highest marks in “Design Practice of R.C.C. Structure at Fifth Semester Examination and “Design Practice for Steel Structure” at Seventh Semester Examination in Civil Engineering.

- * **“P. N. & R. N. VISRODIA PRIZE” of RS. 250.**

For securing highest marks in ‘Civil Engineering Drawing’ at the Fourth Semester Examination.

- * **“JAMNABAI NARSEE PRIZE” of RS. 250.**

For securing highest marks in ‘Engineering Drawings’ at the First and Second Semester Examination.

- * **“SURAJBA TRUST PRIZE” of RS. 250.**

For securing (in the aggregate) highest marks in the Fifth and Sixth Semester Examinations in Mechanical Engineering.

- * **“SHRI BHAIKANT DHARSIBHAI BHUTA PRIZE” of RS. 250.**

For standing first (Performance in Vth and VIth Semester taken together) in Electrical Engineering.

- * **“SHRI BHAIKANT DHARSIBHAI BHUTA PRIZE” of RS. 250.**

For standing first (Performance in Vth and VIth Semester taken together) in Industrial Electronics.

- * **“SHRI PURUSOTTAMDAS PARMANANDDAS SHETH PRIZE” of RS. 500.**

For standing first in the final examination in Plastics Engineering Diploma Course.

- * **“SHRI CHHOTABHAI B. PATEL PRIZE” of RS. 250.**

For standing first (Performance in Vth & VIth Semesters taken together) in Plastics Engineering.

- * **“SHRI DAHYABHAI M. PRIZE” of RS. 250.**

For standing first (Performance in Vth & VIth Semesters taken together) in Chemical Engineering.

- * **“SHRI BHARAT B. PATEL PRIZE” of RS. 250.**

For standing first (considering IIIrd Year performance) in Mechanical Engineering.

- * **“SHRI RAKESH B. ENGINEER PRIZE” of RS. 250.**

For standing first (considering IIIrd Year performance) in Civil Engineering.

- * **“SHRI VISHWAMBHARLAL PRABHUDAYAL KETAN PRIZE” of RS. 250.**

For overall excellent performance amongst the students in the final year Diploma examination in all the disciplines.

- * **“MOHANLAL FUTARMAL BAFNA PRIZE” of RS. 1,000.**

For standing first in the Final Year i.e. 7th and 8th Semesters together of Plastic Engineering Course.

- * **“MOHANLAL FUTARMAL BAFNA PRIZE” of RS. 750.**

For standing second in the Final Year i.e. 7th and 8th Semesters together of Plastic Engineering Course.

- * **“PREMRAJ FUTARMAL BAFNA PRIZE” of RS. 1,000.**

For standing first in the 3rd Year i.e. 5th and 6th Semesters together of Plastic Engineering Course.

- * **“PREMRAJ FUTARMAL BAFNA PRIZE” of RS. 750.**

For standing second in the 3rd Year i.e. 5th and 6th Semesters together of Plastic Engineering Course.

- * **“TULSIDAS SHANGHVI PRIZE” of RS. 500.**

For the student standing first in the Final Year (Semester VI and VII taken together) Diploma Examination in Industrial Electronics.

- * **“DR. HARISH T. DHUTIA PRIZE” of RS. 500.**
To a student who is elected as General Secretary and carries out duties and responsibilities successfully.
- * **“SMT. ANJANABEN B. KAPADIA PRIZE” of RS. 1000.**
To be awarded to a deserving student of Mechanical Engineering Diploma Course who comes from a low income Group.
- * **“MOHAN PATEL GOLDEN ANNIVERSARY PRIZE” of RS. 500.**
To be awarded to students standing First in the 7th Semesters in each Discipline.
Besides, Scholarships and Prizes are distributed from other Trust annually on the basis of commitments.

Shields and Trophies

- * **SHRI KHUSHAL KHENGAR TROPHY**
For the Best Sportsman of the year.
- * **SHRI TAPIDAS KARSANDAS SHANGHVI TROPHY**
For the Best Cricketer of the year.
- * **SHRI B. G. BHATT TROPHY**
For the student standing first at the Final Year Diploma Examination in Civil Engineering.
- * **SHRI RAVI MARBLE CORPORATION TROPHY**
For the Best Division.
- * **SHRI MANIBHAI DESAI TROPHY**
For the Best Student (Character and Efficiency)
- * **SHRI AMRUTLAL BHURABHAI PANDYA TROPHY**
For the Best Debater
- * **SHRI MANEKLAL KESHAVLAL TROPHY**
For the Best Class Representative.
- * **SHRIMATI DHIRAJBEN DHANJIBHAI MEHTA TROPHY**
For the First Student of the Final Year Diploma Examination (DEC/DME/DEE)
- * **SHRI ANANTRAI JADAVJI SOPARIWALA TROPHY**
For the Best Student in Dramatics.
- * **SHRI WAMAN NARAYAN DHARAP TROPHY**
For the Student securing highest number of marks in the subject of ‘Electronic Devices & Circuit-I’ in Third Semester Examination in Industrial Electronics/Digital Electronics.
- * **SHRI BHAGUBHAI MAFATLAL POLYTECHNIC TROPHY**
For Inter-Class Cricket Tournament in memory of late Prof. P. W. Dharap, Founder Principal - 1963-72.
- * **SVKM AWARD OF RS. 5000/-**
For Standing first at the final year examination (5th & 6th sem) of Diploma in Computer Engineering
- * **SHRI MANUBHAI SANGHVI AWARD OF RS. 6000/-**
For Standing first at the final year examination (5th & 6th sem) of Diploma in Information Technology

RULES AND PROCEDURE

for Admission to Full Time Diploma Courses

1.0 General :

- 1 These Rules and procedure are for admission to all Full Time Diploma Courses conducted in this polytechnic including seats for **Linguistic Minority Candidates belonging to Gujarati-Speaking Community (50 % seats)**
- 1 Candidates seeking admission to diploma courses and eligible to apply shall submit their applications complete in all respect in the printed application form supplied along with this booklet together with necessary documents to the Principal of the Polytechnic so as to reach **before 4.30 pm on the date notified on the polytechnic notice board.**
- 1 Such application must be in candidate's own handwriting and must be signed by the candidate himself/ herself and declaration signed by father/guardian.
- 1 Applications of the candidates shall be processed strictly on merit marks and admission will be offered to them as per the choice and order of merit subject to availability of seats at the time of admission.
- 1 As per the Government of Maharashtra G.R. dated 25th June 2009 the parent body of the polytechnic, Shri Vile Parle Kelavani Mandal has got Gujarati Minority status thus the Polytechnic is permitted to admit 50% of the students belonging to the Gujarati Speaking Community in each branch of study.
- 1 For admission through CAP, separate application form can be obtained from respective ARC centers throughout Maharashtra as notified by DTE in the advertisement in local Newspapers.
- 1 These rules and procedure are based on the Rules for Admission to First year of Post SSC Diploma Courses in Engineering and Technology in Government, Aided and Un- aided Polytechnics in Maharashtra State by the Directorate of Technical Education , Maharashtra State. For further details visit <http://www.dte.org.in>

1.1 Seats for OMS candidates:

The seats remaining vacant, if any, only in Un-Aided Polytechnics, after offering admissions to all Maharashtra candidates on the merit list will be offered to the eligible candidates from the states other than Maharashtra State as per the following guidelines.

- 1 All OMS candidates will be considered as general category candidates and will have to fulfill the eligibility criteria as mentioned in Rules Booklet.
- 1 These admissions are made on the basis of inter se Merit of the OMS candidates.

1.2 Reservation for female candidates:

As per the provisions in Govt. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April,2000, 30% seats shall be reserved for female candidates in all the Government, Govt. Aided and Un-aided Polytechnics in all the courses. This reservation shall be applicable for General, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC and Minority Categories. Seats reserved for Female candidates are available under both the 70% Home Districts Seats and 30% other than Home District seats.

RULES AND PROCEDURE

for Admission to Full Time Diploma Courses

1.0 General :

- These Rules and procedure are for admission to all Full Time Diploma Courses conducted in this polytechnic including seats for **Linguistic Minority Candidates belonging to Gujarati-Speaking Community (50 % seats)**

Seat allocation	Seats available for admission
District Level 70% seats (HD)	70% of the seats available under general admission process as mentioned in rule 1.4 in all polytechnics (except for the unique courses mentioned in Annexure-5 of these rules) are available for Candidates passing qualifying (Std. X) examination from a school located in that district in which the polytechnic is situated
State Level 30% seats (OHD)	30% of the seats available under general admission process as mentioned in rule 1.4 in all polytechnics (except for the unique courses mentioned in Annexure-5 of these rules) are exclusively reserved for Maharashtra State candidates passing qualifying (Std. X) examination from any district other than a district in which the school is situated. These seats will be filled on the basis of State Level merit list amongst all the applicants who have opted for 30% State Level seats. Seats remaining vacant in 30% quota will be offered in subsequent round of 70% quota.

2.0 Eligibility Criteria:.

2.1 Eligibility Criteria for Maharashtra State /Outside Maharashtra State Candidate for admission to First year of diploma courses in Engineering/ Technology:

Candidate should be an Indian National and should have passed the SSC (Std. X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, with subject Maths/Mathematics, General Science and English, with minimum 35% aggregate marks.

Note:

The term '**aggregate marks**' used here shall mean as follows

A. For Maharashtra State Board Candidates :

- The candidates who have passed SSC Examination prior to March, 2009 the **aggregate marks** shall be grand total of marks obtained by the candidates in any 5 subjects where he/she has scored maximum marks.
- The candidates who have passed SSC Examination after March, 2009 the **aggregate marks** shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.
- Candidates who have passed Maths/Mathematics (Code 71 for Maharashtra State Board candidates) and Science and Technology (Code 72 for Maharashtra State Board candidates) are only eligible for admission.
- In case marks against sports activities are given on the marksheet, these shall be added to the aggregate marks for deciding merit.

B. For ICSE Candidates :

- a. Student seeking admission on the basis of Group1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks.
- b. Student seeking admission on the basis of Group1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.

C. For CBSE Candidates :

The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Mark sheet.

D. For CBSE/ICSE Candidates :

In case the result of the candidate is given in terms of grades, such candidates are required to submit the graded result into the equivalent marks authorized from the concerned institute/Board.

Candidates passing SSC from other than State Boards or Central Boards shall bring equivalent certificate from Maharashtra State Board of Secondary & Higher Secondary Education(MSBSHSE).

<p>E. Any amendments /Acts / Judgments which may be published by Government/Hon. Courts of India from time to time will be applicable to Candidates and Institutes covered under these rules of admission.</p>

2.2. Domicile

- a. Domicile certificate is not necessary if the candidate is a Maharashtra State candidate & has passed the qualifying examination from a recognised institute in Maharashtra and has studied at least two preceding academic years of the qualifying examination in a recognised school in Maharashtra. However the candidate belonging to Gujarati Linguistic Minority should have their Domicile Certificate
- b. Sons/daughters of the employees of (i) Govt. of India or (ii) Undertaking of Govt. of India shall be eligible for admissions, provided that the guardians of such candidate is domiciled in any other state or union territory but must have been transferred to Maharashtra within two preceding academic years, joined the post and has not be transferred out of Maharashtra. The duration of two years shall be counted prior to the last date of receipt of application.
- c. Sons/daughters of persons domiciled in Maharashtra will also be eligible for admission even if they have passed the qualifying examination and/ or two preceding academic years of qualifying examination from outside the state. A domicile certificate in respect of father and where the father of the candidate is not alive or is divorced and the candidate is staying with mother, mother's domicile certificate shall be produced.
- d. Domicile certificate issued by the Maharashtra State's appropriate authorities will be considered valid. The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother.

Domicile by choice or for education purpose will not be considered in any case.

2.3 Nationality :

Unless provided in these rules, the candidate must be an Indian National.

2.4 Age limit for admission :

There is no age limit for admission

2.5 Admission to Candidates who had taken admission to first year Diploma Course during the previous academic year.

A candidates who had already admitted to any diploma course during the previous academic years are eligible for fresh admission to first year diploma course during the current academic year **subject to the condition that** such candidates will not be eligible for exemption of any subjects passed during the earlier academic years. Such Candidates shall have to produce NOC (No Objection Certificate) from the institute of earlier admission in the **Proforma N** given in the brochure.

3.0 Reservations:

The various reservations provided for the seats available under General Admission Process under the purview of competent authority are detailed here.

3.1 Provision of 15% seats for candidates passing SSC examination with Technical/Vocational subjects from SSC Board Maharashtra state:

- 1 15 % seats of the seats available under General Admission Process as prescribed in rule 1.4, shall be reserved for Candidates passing Std. X examination with Technical/vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.
- 1 For deciding the merit of such candidates, the marks scored by the candidate in the SSC Examination, without considering the marks scored in the Technical/ vocational Subjects shall be considered.
- 1 The seats reserved for these candidates shall have further reservation among themselves for the Backward Class category candidates mentioned in these Rules.

3.2 Reservation for sons / daughters of Defence Service Personnel:

Five per cent (5%) of the seats available under general admission process as prescribed in Rule 1.4 in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex Defence Service Personnel. **These seats are within the sanctioned intake capacity for the course.**

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
- b) Children of active service personnel who are domiciled in Maharashtra State (D2).
- c) Children of active service personnel (D3)
- d) Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
- e) 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 education.

These 5% seats should be offered to eligible children of Defence service personnel on the inter se merit of all Defence category candidates taken together. These seats are available as **state level seats**.

Note:
This provision is NOT available to the children of CIVILIAN STAFF who is working/who has worked with the Indian Defence Services.

3.3 Reservations for Physically Handicapped Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three per cent (3%) of the seats available under general admission process as prescribed in rules book in each Polytechnic, shall be reserved for physically handicapped candidates. **These seats are within the sanctioned intake capacity.**

This reservation shall be applicable for following types of physically handicapped candidates:

1. Blind / visually impaired candidates (P1)
2. Speech & hearing impaired (deaf & dumb) candidates-(P2)
3. Candidates with orthopaedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic-(P3)

These 3% seats should be offered to eligible Physically Handicapped Candidates on the inter-se merit of respective PH candidates. These seats are allotted in Home District Quota.

Note:

- It should be noted that the physically handicapped candidates on admission to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE.
- No relaxation in educational qualification will be entertained for physically handicapped candidates.
- The certificate (Proforma F/F-1) should clearly state that the extent of disability is more than **40%** and the disability is permanent in nature.

3.4 Reservation for female candidates:

As per the provisions in Govt. Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates in all the Government, Govt. Aided and Un-aided Polytechnics in all the courses. This reservation shall be applicable for General, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC and Minority Category. Seats reserved for Female candidates are available under both the 70% Home Districts Seats and 30% other than Home District seats.

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

3.5 Reservation for Backward Class Candidates:

The distribution of the seats available under General Admission Process as prescribed in rule- 1.4 amongst the various backward class candidates from Maharashtra State are as per the details given in the table below. Backward class candidates shall claim the category to which they belong at the time of application.

If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.

Sr. No.	Category of reservation	% of reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0
2.	Schedule Tribes (S.T.)	7.0
3.	Vimukta Jati (V.J.) And De notified Tribes (D.T.)	3.0
4.	Nomadic Tribes (N.T.-B)	2.5
5.	Nomadic Tribes (N.T.-C)	3.5
6.	Nomadic Tribes (N.T.-D)	2.0
7.	Other Backward classes (O.B.C.)	19.0
	TOTAL	50.0

Note:

- Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
- The reservation for backward class candidates shall **not be available** in Unaided Minority Institutes/colleges.
- Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of the seats available for Maharashtra candidates which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under General admission process and total reservation does not exceed 50%.
- Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.
- All OMS candidates are treated as GENERAL/OPEN category candidates and are not eligible to claim reservation.

3.6 Documents required to claim reservation for Backward Class candidates and fee waiver:

The documents required for supporting the backward class reservation claim made by Candidates are as per the details given in the following table.

Sr. No	Category of Reservation	Documents required for supporting the backward class reservation claim	Authority issuing the document
1	S.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
2	S.T.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
3	VJ/DT-N.T.(A)/S.B.C.	1. Caste Certificate stating that the caste is recognised under backward class category in Maharashtra State.	Executive Magistrate in Maharashtra State
		2. Non-creamy layer Certificate valid up to 31st March of assessment year (Y+1)	Executive Magistrate in Maharashtra State
4	N.T.(B)/N.T.(C)/N.T.(D)/O.B.C	1. Caste Certificate stating that the caste is recognised under backward class category	Executive Magistrate in Maharashtra State
		2. Non-creamy layer Certificate valid up to 31st March of assessment year (Y+1)	Sub Divisional Officer / Deputy Collector / Collector of the district.
5	Economically weaker section (EWS) under Feewaiver scheme	Annual Income certificate of parents issued after 1st April of current year. The income of parents shall be up to Rs. 2.5 lakhs.	Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district.

4.0 Change of Marks due to verification :

- If the marks in the qualifying examination are modified due to verification and the same is duly certified by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent, the same shall be reported to the ARC In charge immediately.
- However the effect of the change will be taken into consideration only for the subsequent round (s) of admission.

4.1 Documents to be submitted with application

No Application will be considered unless accompanied by the following documents:

a) For Gujarati Speaking Community (Linguistic Minority Candidates)

- i) Domicile Certificate of the Candidate.
- ii) An Affidavit (as per format supplied with this booklet) on Rs.100/- (Rupees hundred only) stamp paper, duly signed in the presence of the Executive Magistrate of the Court (Original)
- iii) The candidates should bring authentic proof from the following in original and self attested copies of the same to support their claim under Gujarati Speaking Community (Linguistic Minority) Category
 - Document showing candidate/father/mother studies Gujarati Subject during education.
 - Directory of community with details of candidate's family.
 - Marriage certificate / Any other document of parents such as parent's wedding card, etc.
 - Property document of family in support of the claim.
 - Any other authentic proof /document.

b) For All (including Gujarati Speaking Community) candidates self attested copies of :

- i) Statements of marks of the qualifying examination.
- ii) School/Institute Leaving Certificate of the Institute last attended.
- iii) Statement of marks of H.S.C./M.C.V.C. wherever applicable.
- iv) Caste certificate in case of candidate belonging to the reserve category along with Non Creamy layer certificate (as applicable)
- v) A certificate of physical fitness (supplied with this booklet) duly filled in.
- vi) Certificate of passing intermediate Grade Drawing Examination wherever applicable.
- vii) VIII/IX mark sheet or proforma Z
- viii) Aadhar card.
- ix) Nationality Certificate*

***In lieu of the "Certificate of Indian Nationality" following documents will also be acceptable-**

1. The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.
2. Indian Passport in the name of the candidate, issued by appropriate authorities.
3. Birth Certificate of the Candidate indicating the place of birth in India.

If the Candidate fails to produce any one of the above mentioned certificate / documents indicating nationality then such candidates Nationality shall be considered based on the undertaking given in Proforma-I on Rs. 100/- Non-Judicial Stamp Paper.

c) **For candidates who have not passed qualifying examination from institutions in Maharashtra State**
Domicile certificate in respect of his/her father /mother in addition to the documents mentioned above.

d) **For candidates who are children of Central Government Employees.**

Transfer order showing the date of transfer in addition to the documents mentioned above.

e) **Copies of Certificates or Documents attached to the application form should be self attested** or attested by the Principal of the College/School/Institute from which the candidate has passed qualifying examination or Gazetted Officer or Special Executive Magistrate or Police Inspector/Govt. Hospital Doctor or Head Master of a Secondary School or staff of a Government College/ Polytechnic not below the rank of Class II Gazetted Officer. Original Certificates, if attached to the application, will not be returned. Original Certificate will have to be produced at the time of scrutiny of application, prior to admission.

f) **Application for admission will not be considered unless it is :-**

i) Properly and correctly filled in

ii) Accompanied by the requisite certificates in support of the claims made in the application.

iii) Received in the office of the Polytechnic on or before the last date and time notified.

The application or any of the certificate received after the last date notified for this purpose shall not be entertained.

4.2 Procedure for giving admission

The provisional merit list will be displayed on the notice board and website of the Polytechnic as per the notified date.

Objection, if any, will have to be lodged in writing within 2 days of exhibition of merit list, with sufficient evidence to support the objection.

Thereafter, the final merit list be displayed.

The dates of admission rounds and other related information will be displayed along with the Final Merit List.

Candidates will be called for verification of certificates, etc. and offered admission as per merit order notified, subject to availability of seats as per the schedule notified at the Polytechnic

Students who fails to take admission offered to them will forfeit their claim.

Fees and Deposits as notified will have to be paid, failing which the candidate will forfeit his/her claim.

If any of the statements made in the application form or any information furnished by the candidate in connections with his/her admission is at any time, found to be false or incorrect, such candidate will not be considered for admission and if already admitted, his/her admission will be cancelled, fees forfeited and he/she may be expelled from the institute by the Principal and prosecuted by Government, if deemed necessary. An appeal against the order of expulsion, however, may be referred within 8 days from the date of letter of expulsion, to the Director of Technical Education, whose decision in such cases will be final.

On admission, the candidates shall be governed by rules of the institute and also by disciplinary rules prescribed by the institute for the student.

4.3 Relative Merit in case of Equal Marks:

In case of tie, i.e. candidates having equal best of 5 marks in qualifying examination i.e. S.S.C. examination, the inter-se merit of candidates shall be reassessed as laid down below:

- A candidate who has secured higher % of marks in the subject of Mathematics at S.S.C. examination will have First priority.
- A candidate who has secured higher % of marks in the subject of Science at the S.S.C. Examination will have Second priority.
- A candidate who has secured higher % of marks in the subject of English at the S.S.C. Examination will have third priority.
- A candidate passing H.S.C. (Std. XII) Science stream examination at (10 +2) level will have Fourth priority.
- A candidate passing H.S.C. (Std. XII) Examination with M.C.V.C. will have Fifth priority.
- A candidate passing ITI Trade of 2 Years will have Sixth Priority.
- A candidate passing Intermediate grade drawing examination will have Seventh priority.
- Date of Birth of candidate (Elder candidate will be given preference).

4.4 Concession in Tuition Fee:

(a) E.B.C. Concession

Candidates claiming concessions for Economically Backward Class (E.B.C.) shall produce a certificate from Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district to the effect that the candidate belongs to EBC category (the income is Rs. One lakh per annum) at the time of admission. They shall, on admission, also submit an application in the prescribed form for being granted the concession in tuition fee, to the appropriate authority through the Polytechnic they are admitted within one month from the actual date of joining of polytechnic 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 concessions in tuition fee at the time of admission will be given only for Government and Government-Aided Institutions.
- The scheme/mode of concessions, scheme of loan scholarship (if any) for eligible EBC candidates, in tuition & other fees in the Un-Aided Institutions will be announced by the State Government.

(b) Concession for sons and daughters of Teaching and Non-Teaching staff of Primary, Secondary and higher secondary schools.

Candidates claiming concessions for sons and daughters of primary, secondary school and higher secondary schools (junior colleges) teachers or non teaching staff who are admitted in Govt., Govt.-Aided Polytechnics according to the Rules, shall, at the time of admission, produce

- A declaration in a format as prescribed by the Govt.
- A certificate from Head of school or college in support of the statement made in declaration duly endorsed by the Education Officer.

They shall, on admission, also submit an application in the prescribed form for being granted the concession of tuition fee, 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 concessions in tuition fee at the time of admission will be given only for Government and Government Aided Institutions.
- In case of Un-Aided colleges, such candidates will be required to pay the fees at the time of admission. The fees paid by such candidates will be reimbursed by the respective colleges only after the concession (if any) is granted by the respective Authority.

5.0 Issue of School/College Leaving Certificate:

- a) If during the course of studies, a candidate desires to discontinue studies for any reason whatsoever, he or she shall be allowed to do so and it shall be presumed that he or she has cancelled admission at that stage. The Principal shall issue Institution Leaving Certificate and fees shall be refunded as provided in these rules.
- b) If the admission is cancelled on or before 31st August of the admission year, the original school or college leaving certificate on the strength of which a candidate was admitted shall be returned.
- c) If the admission is cancelled after 31st August of the admission year, the leaving certificate from the institution where the candidate was finally admitted should be issued. A true copy of the original school or college leaving certificate retained by the institute may be issued, if requested by the candidate, duly attested by the Head of the Institute.

5.1 Cancellation of admission and Refund of fees:

Refund of tuition fee, development and other fees after cancellation of admission, shall be as per AICTE guidelines No. AICTE / Legal/ 04(01)/ 2007, April 2007 and circular No. 698 dated 24/8/2007 issued by Pravesh Niyantran Samithi, Mumbai.

Candidate who has been admitted may cancel admission by submitting an application in duplicate, in the prescribed proforma – M, 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 cancellations will be considered if and only if the admission is confirmed by paying the prescribed tuition fee and other fees in full and by submitting the original documents.

Refund shall be made after deduction of cancellation charges as shown below.

Sr. No.	Situation	Refund
1	Request received before date of start of Academic session and seat could be filled by the institute before the cut off date	Entire fee less Rs. 1000/-
2	2 Request received after the start of Academic session and seat could be filled by the institute before the cut off date	Entire fee less the total fee on Prorata basis. (Tuition, development, other and hostel fee)
3	Request received before / after the start of Academic session and seat could not be filled by the institute after cut off date.	No refund (except security deposit)

Note:

- Entire amount of security / caution money deposit is to be refunded back.
- For calculation of amount on the prorata-basis, one month shall be treated as one unit e.g. if the candidate cancels the admission on third day after start of academic session and seat could be filled before the cut-off date, then cancellation charges will be the higher amount of (Total fees) /12 or Rs. 1000/-.
- In case of candidates belonging to SC/ST/VJ/DT(NT-A)/NT-B/NT-C/NT-D/OBC/SBC who want to cancel the admission, the above provisions of refund shall be applicable to him/her as if the candidate has secured admission in open category and the candidate will have to pay the tuition fee on the prorata basis as cancellation charges before claiming the original certificates from the institute.

6.0 Miscellaneous:

- The medium of instruction for Diploma courses in Engineering / Technology in all the institutes is English.
- 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 Technical 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 authority. The report received from police authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- Excess admissions: No excess admission above the approved sanctioned intake of the institution is permitted in any case.

7.0 Conduct and Discipline

- Failure of the candidate in making **full and correct Statements** in the application form and/or **suppression** of any information and/or submission of false documents shall **lead to disqualification** of the candidate for admission. Such a candidate will be debarred from the entire admission process. Therefore the candidate is required to make only such claims which could be substantiated by relevant original documents.
- The students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.
- Notwithstanding anything contained in these Rules, if the Govt. takes any policy decision pertaining to Diploma admissions, 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.
- Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- If any of the statement made in 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 Principal. An appeal against the order of expulsion, however, may be preferred within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final.

8.0 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 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 statements 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 Principal.

- I have not been debarred from appearing at any examination held by any Government constituted or statutory examination authority in India.
- I fully understand that the offer of a course will be made to me depending on my inter se merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.
- 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.
- 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 Admission Centre.
- I am aware that any rule imposed by the Examination Authority of MSBTE /Autonomous Institutes such as 'imposing limits on the number of attempts permissible to pass any examination' shall be binding on me.

- I hereby agree to conform to any Rules, Acts and Laws enforced by Government and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules, acts and laws referred to.
- I fully understand that the Principal of the college where I would be admitted, has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE / Governing body of Autonomous Institutes or Government and the undertaking given above.
- I am fully aware of Condition of minimum attendance that, I will not be allowed to appear for the examination if I do not attend minimum 75% theory classes, and 100% practical, drawing etc. I am also aware that I will not be allowed to appear for the examination, if I fail to submit satisfactorily all the assignments, jobs, journals, drawings, reports as specified by the MSBTE / Governing body of Autonomous Institutes within stipulated time limit.

9.0 Transfer of Student:

- A candidate once admitted in the first year or semester of a course shall not be transferred during the same year or first two semesters to any other institution or course for any reason.
- A candidate admitted in any Government or Govt. Aided polytechnic and passing the first year or second semester examination or any higher year or even semester examination as the case may be, in full (not with ATK), may be transferred to another Government or Govt. Aided polytechnic in next year or semester on getting admission in the same course or another course, if eligible, provided vacancy exists and he/ she stands in merit in comparison to other candidates aspiring for such change. In this case, the Principal of the polytechnic shall be authorized to admit such candidates by the following approved procedure. The priority for such admissions shall be in the following order: -
 - a) Candidates from the same polytechnic aspiring for the change of course.
 - b) Candidates from other polytechnics aspiring for only transfer into their original discipline.
 - c) Candidates from other polytechnics aspiring for transfer as well as change of course.
- The candidate from Un aided polytechnics shall not be eligible for transfer to Government or Govt. Aided polytechnics.
- This Rule shall be applicable for transfer of candidates from and among the Unaided polytechnics, provided both the polytechnics agree in writing for the respective transfers and the examination authority agrees thereof. **Such transfer shall be permitted, subject to approval of the Joint Director of Technical Education of the concerned region(s).**
- In exceptional cases, on genuine humanitarian grounds or closure of the course by Government order, the Director may permit the unaided polytechnic to transfer such candidates to another Unaided polytechnic only.
- Transfer of candidate from one polytechnic to another during Third Semester/Second Year should be allowed only if **NOC** is issued in writing by the Principal of polytechnic to which the student belongs. Transfers made in accordance with this clause should be reported immediately to the Director of Technical Education, (MS), Mumbai and also to the Secretary, MSBTE, Mumbai / Regional Office Board of Technical Education, by the Principal of the polytechnic to which the candidate is transferred along with a copy of NOC given by the Principal of other polytechnic.

10.0 FEES : Aided Course

a) Tuition Fees (per year)	Rs.	6,000.00
b) Other Fees (per year)		
i) Gymkhana, identity Card & Library Ticket, Magazine, etc.	Rs.	200.00
ii) Library Fees	Rs.	100.00
iii) Internet and E-mail facility	Rs.	150.00
iv) Annual Social Gathering, etc.	Rs.	100.00
v) ISTE chapter membership	Rs.	50.00
	Total	Rs. 600.00
c) Development Fees	Rs.	1,000.00
d) Examination Fees (per year)	Rs.	1,200.00
e) Deposits		
i) Library and Laboratory caution money	Rs.	200.00
ii) S.B.M.P.'s student's Store	Rs.	10.00
	TOTAL	Rs. 210.00

**Grant TOTAL (a+b+c+d+e) – Rs. 9,010/- on admission
(Demand draft in favour of SVKM's Shri Bhagubhai Mafatlal Polytechnic)**

11.0 FEES : Un- Aided Course *

a) Tuition Fees (per year)	Rs.	88,182.00
b) Other Fees (per year)		
i) Gymkhana, identity Card & Library Ticket, Magazine, etc.	Rs.	200.00
ii) Library Fees	Rs.	100.00
iii) Internet and E-mail facility	Rs.	150.00
iv) Annual Social Gathering, etc.	Rs.	100.00
v) ISTE chapter membership	Rs.	50.00
	Total	Rs. 600.00
c) Development Fees	Rs.	8,818.00
d) Examination Fees (per year)	Rs.	1200.00
e) Deposits		
i) Library and Laboratory caution money	Rs.	200.00
ii) S.B.M.P.'s student's Store	Rs.	10.00
	TOTAL	Rs. 210.00

**Grant TOTAL (a+b+c+d+e) – Rs. 99,010/- on admission
(Demand draft in favour of SVKM's Shri Bhagubhai Mafatlal Polytechnic)**

*Last year fees as decided by the Shikshan Shulka Samiti, subject to the revision / decision by the Shikshan Shulka Samiti for the current year.

NOTE :

- Having different scheme of teaching and examination i.e. 4 – year Multi Point Entry and Credit System (MPECS) Sandwich Pattern, transfer from S.B.M. Polytechnic to other Polytechnic is normally not possible.
- The candidate and parent/guardian is requested to go through the various proformas given in this booklet.
- All candidates and parents are requested to visit www.dte.org for latest admission rules for admission to post S.S.C. Diploma Courses.**

Shri Umesh Kantute
Principal & Secretary

PROFORMA -A

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

Reference. No.:

Date:_____

CERTIFICATE

This is to certify that Shri / Smt. _____
is an employee in the capacity of _____ in
_____ 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 / his son or daughter / her son or daughter
_____ 's admission to First Year of
Diploma courses in Engineering/Technology for the year _____

Date:

Place:

Seal of the Office

(Signature)
Name & Designation of the
Head of the Office

Note: This proforma is to be accompanied by attested copy of Transfer order and Joining report.

PROFORMA - 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 of _____ (Designation) in

_____ (Name of the Organisation / Establishment / Department)

is under Department of Maharashtra State Govt. / Maharashtra State Govt. 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

Diploma Course _____ for the year _____

Date :

Place :

Seal of the Office

(Signature)

Name & Designation of the
Head of the Office

Note : This proforma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

PROFORMA - C

(For sons and daughters of Defence Service Personnel)

CERTIFICATE

This is to certify that Shri/Smt. _____

(Full name of the Employee with Rank of the employees)

is / has been a member of Armed Forces of India. He / She has put in _____

_____ years of service in Indian Army / India Navy / Indian Air Force

From _____ to _____ and is currently

working / retired from service on _____ / permanently disabled since

_____ killed in action on _____

This certificate is issued for the purpose of his / her son /

Daughter _____

_____ 's admission to

First Year Diploma Course in _____

for the year _____

Date :

Place :

(Signature)

Name & Designation of the Authority not
below the rank of Commandment of equivalent/
District Sainik Welfare Officer.

PROFORMA - D

(For sons and daughters of Active Defence Service Personnel /
not domiciled in Maharashtra State)

CERTIFICATE

This is to certify that Shri/Smt. _____

(Full name of the Employee with Rank of the employee)

is a member of Armed Forces of India, and is 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 _____ (date of joining)

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 Diploma Course _____

for the year _____

Date :

Place :

Seal of the Office

(Signature)
Name & Designation of the
Head of the Office

Note : This proforma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

PROFORMA - E

(For sons and daughters of Active Defence Service Personnel /
not domiciled in Maharashtra State but retained their family accommodation)

CERTIFICATE

This is to certify that Shri/Smt. _____

(Full name of the Employee with Rank of the employee)

is a member of Armed Forces of India, and is working in Indian Army / Indian Navy /

Indian Air Force.

Shri / Smt. _____

is presently posted at _____ (place of Posting) His/Her

previous posting was at in Maharashtra State. He / She has retained family accommodation in

_____ in Maharashtra State on account of

posting in non family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter _____

_____ 's admission to

First Year Diploma Course _____

for the year _____

Date :

Place :

Seal of the Office

(Signature)
Name & Designation of the
Head of the Office

PROFORMA - F-1

LEARNING DISABILITY CLINIC L.T.M.G. HOSPITAL, SION, MUMBAI 400 022.

CERTIFICATE

Date :

Name :

Age & Date of Birth :

Date of Registration : D.D. No.

Father's Name :

Std. : School Name :

Physical & Neurologic Assessment (Date :)

Psychological Assessment (Date :)

WISC (R) Verbal IQ :
Performance IQ :
Global IQ :

Interpretation :

Educational Assessment (Date :) WRAT : R

S

A

The candidate is capable of carrying out all activities related to theory and practical work as applicable to, Diploma Course in _____ without any special concession & exemption.

This certificate is issued for the purpose of his / her admission in Diploma

Course in _____ the academic year _____

Diagnosis

Recommendations

(Signature & Stamp)

PROFORMA - J

(For Sons and daughters of Defence / Paramilitary Force / IAS/IPS/IFS
J & K Police Officials posted in Jammu Kashmir to combat terrorist activities)

CERTIFICATE

This is to certify that Shri / Smt. _____

is an official belonging to Defence / Paramilitary Force / IAS / IPS / IFS / 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 _____

_____ 's admission to First Year

Diploma Course in _____

for the academic year _____

Date :

Place :

Head of the Office

Seal of the Office

PROFORMA - K

(For Jammu Kashmir Migrant Candidates)
(Migrants staying in Refugee Camps)

CERTIFICATE

This is to certify that Mr. / Miss _____

belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist 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 Diploma Course in _____

for the academic year _____

Date :

Place :

Head of the Office
Migrant / Refugee Camp

Seal of the Office

PROFORMA - L

(Authorisation letter from candidate who fails to attend the admission round in person due to unavoidable circumstances beyond control)

I _____
(Name of the candidate)

As I cannot attend the admission round personally, I am authorising

Mr./Mrs. _____
(Name of the authorized person)

who is my _____
(Relation of the authorised person to the candidate)

to attend the admission round on my behalf. He / She will produce all the original documents needed for the admission and pay the necessary tuition fee on my behalf.

The decision taken by _____ during the admission round in respect of my admission is acceptable and binding on me.

(Name & Signature of the Candidate)

Date :

Place :

Attestation :

The signature of _____ is as under
(Name of the authorized person)

(Signature of the authorised person)

Attested by

(Signature of the Candidate)

PROFORMA - M

Specimen Application form for cancellation of admission

(To be submitted in duplicate)

Date :

To,
The Principal,

Sir,

Full name of candidate : _____

Course : _____ Date of Admission : _____

Amount of fee paid Rs. _____

Fee Receipt Number and Date : _____ (Attach Xerox copy)

Reasons for cancellation of admission

- 1) I have secured admission
- 2) On personal grounds

Undertaking

I am fully aware that after cancellation, I forfeit my claim on admission, I request you to kindly return my original documents and refund the fees paid as per the rules.

Signature of candidate

For Office use only :

Full address of the candidate :

Tel. No. _____

Amount Paid Rs. _____

Amount Deducted Rs. _____

Amount Refunded Rs. _____

Cheque No. & Date _____

Bank Particulars _____

Signature of Accounts Officer

Received the following original, along with the cheque towards refund of tuition fees

- 1)
- 2)
- 3)

Signature of the candidate

PROFORMA – N

(Candidate who has secured admission in any other institute shall produce certificate indicating his/her original documents are retained with previous institute)

This is to certify that Shri /Kum. _____
(Full Name of the Candidate)

has admitted and studying in this institute in _____

Branch. His/her original documents are retained by this institute.

This certificate is issued for the purpose of his/her admission to First Year Diploma Course in
Engineering / Technology for the academic year _____

Date :

Place:

(Signature)
Name & Designation of the
Head of the Office

Seal of the Office

PROFORMA - Z

(Candidate who has passed Std. VIII & Std. IX from any institute from Maharashtra and could not produce marksheet of std.VIII & Std.IX shall produce Proforma - Z)
(Applicable for Maharashtra Candidates only)

This is to certify that Shri / Kum. _____
(Full name of the candidate)

has studied in Std.VIII & Std. IX & Std. X in the institute _____

(Full Name of the Institute)

This certificate is issued for the purpose of his / her admission to First Year

Diploma course in Engineering / Technology for the academic year _____

Note : In case of the students who have studied VIII, IX & Xth Std from distinct institutes shall produce the certificates from those institutes.

Date :

Place

(Signature)
Name & Designation of the
Head of the Office.

Seal of the Office

PROFORMA – T

This certificate shall be issued on letter head of institute

Ref. No.

Date:

NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem./ first year(full pass/with one ATKT) during year 20 - , Diploma in _____
He is seeking admission to Second year (3rd Semester) in _____/DTE
_____ institute code through change of institute. I have No Objection if he / she get Admission in that institute.

Seal of Institute

Principal

This certificate shall be issued on letter head of institute

Ref. No.

Date :

NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem./ first year(full pass/with one ATKT) during year 20 - , Diploma in _____.
He is seeking admission to Second year (3rd Semester) in Course_____
We have No Objection for his / her transfer to our institute. No.of vacancies in _____ course are _____ excluding 20% additional seats for direct second year admission.

Seal of Institute

Principal

- Format of affidavit to be made by the candidate on a stamp paper of Rs.100/- (Rupees One Hundred only) before a Notary or an Executive Magistrate or a Metropolitan Magistrate.
- To be filled by the candidate **who has completed 18 years of age.**

AFFIDAVIT

I, _____ An Indian
inhabitant, resident at _____

son / daughter of Mr. _____

an Indian inhabitant, residing at _____

do hereby solemnly affirm and say that I belong to the Gujarati-Speaking Community which is a Linguistic Minority in the State of Maharashtra.

Solemnly affirm at _____ this _____ day
of _____ 201

Identified by

(Signature of the candidate who has completed
18 years of age)

Before me

- Format of affidavit to be made by the candidate on a stamp paper of Rs.100/- (Rupees One Hundred only) before a Notary or an Executive Magistrate or a Metropolitan Magistrate.
- To be filled by father/mother/guardian of the candidate **who has not completed 18 years of age.**

AFFIDAVIT

I, _____ An Indian
inhabitant, resident at _____

Father / mother guardian of Mr./ Miss _____

aged _____ years and _____ months, an Indian inhabitant, residing at

do hereby solemnly affirm and say that my son / daughter/ ward belong to the Gujarati Speaking Community which is a Linguistic Minority in the State of Maharashtra.

Solemnly affirm at _____ this _____ day

of _____ 201

Identified by _____

(Signature of the father/mother/ guardian of candidate who has not completed 18 years of age)

* Relationship to the Candidate _____

Before me

**Shri Vile Parle Kelavani Mandal's
SHRI BHAGUBHAI MAFATLAL POLYTECHNIC**

**MANAGING COUNCIL
(2014-2015)**

Representative of
Shri Vile Parle Kelavani Mandal

Shri Pravin H. Doshi
Chairman
Shri Vamanrai V. Parekh
Shri Bharat M. Sanghvi
Shri Kirit P. Mehta
Shri Jagdish Parikh
Dr. D. J. Shah
Shri Ramesh Talwar

Representative of Government

Representative of the State Government

Dr. S. K. Mahajan
I/c. Director of Tech. Education
Maharashtra State.

Representative of the Maharashtra State
Board of Technical Education

Dr. Abhay Wagh
Director
Maharashtra State Board
of Technical Education

Representative of Central Government

Shri Sri Ramesh U.
Regional Officer,
All India Council for
Technical Education
(Western Region)

Representative of the All India Council
of Technical Education

Shri P. N. Jumle,
Director,
Board of Apprenticeship
Training (W. R.)

Expert Members nominated by the
State Government / AICTE

Shri P. R. Bapat
Shri Suneel M. Advani
Dr. H. J. Nain
Shri W.J.N. Danait

Ex-Officio Secretary - Principal

Shri U. M. Kantute

SHRI BHAGUBHAI MAFATLAL POLYTECHNIC

