

**ADMISSION POLICY**

**OF**

**K. K. WAGH INSTITUTE OF ENGINEERING AND REASERCH  
HIRABAI HARIDAS VIDYANAGARI  
PANCHAVATI  
NASHIK 422003**



## **K.K.WAGH INSTITUTE OF ENGINEERING EDUCATION & RESEARCH NASHIK**

### **Admission Policy**

K. K. Wagh Institute of Engineering Education and Research is approved by All India Council of Technical Education (AICTE), New Delhi and Directorate of Technical Education (Maharashtra State). It is affiliated to Savitribai Phule Pune University, Pune. Entire admission process for First Year Engg., Direct Second Year Engg., First Year of Post Graduate Programme in Engg. , MBA, MCA is managed by the **Directorate of Technical Education (DTE) and State Common Entrance Test Cell (Government of Maharashtra)** and the institute strictly follows rules laid down by the DTE.

#### **1.1 Admission Notification:**

- Every year, the DTE publishes the information regarding admission process on its website ([dtemaharashtra.gov.in](http://dtemaharashtra.gov.in)) and in admission brochure.

#### **1.2 Seat Distribution**

First Year Engg., First Year of Post Graduate Programme in Engg., MBA, MCA

- 80% of total seats are filled through centralized admission process controlled by the DTE, Maharashtra.
- 20% seats are filled at institute level, as per the guideline given by the DTE, Maharashtra.
- Reservations applicable for various categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- One seat in each course over and above the sanctioned intake is made available in the Non-Autonomous institutes (excluding second shift) only for Jammu and Kashmir migrant candidates.
- Provision for specified number of seats is made for the nominees from State and Union Territories which lack facilities in Technical Education.
- The admission to the candidates as per Prime Minister's Special Scholarship Scheme (PMSSS) for the students belonging to Jammu and Kashmir and the scheme of Government of India of allocation of Supernumerary seats in AICTE approved colleges to North Eastern States and UT's which lack in such facilities of Technical Education shall be done by the competent authorities appointed by the Central Government as per their eligibility criteria.

- Seats up to maximum 5% of the sanctioned intake per course shall be available under tuition fee waiver scheme (TFWS). Only Maharashtra State candidature candidates are eligible for these seats.
- KKWIEER does not admit candidates against foreign nationals / persons of Indian origin / children of workers in the Gulf Countries.

### Direct Second Year Engineering

- All seats are filled through CAP controlled by the DTE, Maharashtra.
- Reservations applicable for various categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above, Supernumerary to the approved Intake. (ii) Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year.

### **1.3 Seat Allotment:**

- The merit list in all categories is prepared by the DTE on the basis of applications received and score secured by the candidate in the qualifying examination (CET/JEE/GATE/CAT). Allotment of seats is based on state and category merit number generated by the DTE and preferences given by candidate.
- For admission to the Direct Second Year of Engineering for all programmes through CAP, the merit list in all categories is prepared by the DTE on the basis of applications received and score secured by the candidate in the qualifying diploma examination. Allotment of seats is based on state and category merit number generated by the DTE and preferences given by candidate.
- The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

### **1.4 Step wise Procedure for admission through Centralized Admission Process (CAP) for UG and PG Courses:**

1. Notification of admission by the DTE.
2. Filling Online Application Form by candidate for participation in CAP.



3. Confirmation of Online Application Form and Document Verification at Facilitation Centre (approved by DTE Maharashtra) by the candidate.
4. Display of Provisional Merit List.
5. Submission of Grievances at Facilitation Centre, if any.
6. Display of Final Merit List.
7. Display of available Category wise Seats for CAP Rounds I.
8. Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I.
9. Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
10. Reporting and accepting the offered seat as per the allotment of the CAP Round I by The candidate at Admission Reporting Centre (ARC).
11. Display of available Category wise Seats for CAP Rounds II
12. Repeat step 8 to 11 for CAP Round II and III.
13. Reporting and confirmation of admission by candidate at institute in respective Branch after Round I, II and III (if allotted seat is freezed).
14. Commencement of courses as per DTE schedule.

#### **1.5 Step wise Procedure for Institute Level Admissions for UG and PG Courses:**

1. Information brochure or prospectus of the institute is published well before the commencement of the process of admission.
2. Notification of admission process by Institute in Local newspaper /Website inviting applications from aspiring candidates.
3. Filling of institute application forms by eligible candidates.
4. Verifying all required documents.
5. Preparing merit lists of the candidates to be filled in at the institution level.
6. Display of branch wise merit list of eligible candidates.
7. Reporting and confirmation of admission by eligible candidates in respective branch.
8. If any CAP seat remains or becomes vacant after the CAP round, then the same is filled on the basis of inter-se-merit of candidates.
9. Commencement of Courses as per DTE schedule.

**Note:** In case of PG admissions, The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

#### **1.6 Cancellation of admission:**

1. The candidate should have taken admission by paying necessary tuition fees and should have submitted original certificates before he / she applies for cancellation. In case the candidate fails to submit any of the original documents, within the allowed time limit, the admission shall be treated as cancelled.
2. The candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits the online request for cancellation of admission, his / her admission shall be treated as cancelled.
3. Candidates admitted through institute level quota can cancel their admission by applying in prescribed format to the Principal of the institute.
4. The candidate shall not be entitled for any refund of fees except the security deposit and caution money deposit if the online cancellation is effected by the candidate after 5:00 pm of the cut-off date prescribed by the competent authority.

#### **1.7 Uploading of list of admitted candidates on DTE Website:**

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

The Principal of the institute is required to update the list of all admitted candidates of CAP and against CAP vacancy seats immediately as per the schedule of admission on the DTE website through their institute login.



*K.Nandurkar*

**Dr. K. N. Nandurkar**  
**Principal**