



## **ADMISSION INFORMATION**

### **Diploma in Pharmacy**

Duration	:	02 Years Full Time Course
Affiliation	:	Maharashtra State Board of Technical Education, Mumbai
Intake Capacity	:	60 (Maharashtra State Candidature Candidates and All India Candidature Candidates)

#### **Eligibility Criteria for Diploma in Pharmacy**

##### **Maharashtra State Candidature Candidate:**

- The Candidate should be an Indian National
- Pass in 10+2 examination (science academic stream) with Physics, Chemistry and Biology or Mathematics.  
OR Any other qualification approved by the Pharmacy Council of India as equivalent to the above examination

Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.

For updated Rules / Regulations / Admission Process follow the below link: <http://www.dtemaharashtra.gov.in>

**Students are advised to submit following documents (original document + 4 attested photo copies) during admission process.**

- Passport Size Photo (5 Copies)
- S.S.C. (10th) Mark sheet
- S.S.C. (10th) Board Certificate
- H.S.C. (12th) Mark sheet / Board certificate
- Leaving Certificate / Transfer Certificate
- Nationality / Domicile Certificate
- Cast Certificate
- Caste validity Certificate
- Non- Creamy Layer Certificate (If applicable)
- Aadhar Card
- Education Gap Certificate (If applicable)

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## Admission Process

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### Centralized Admission Process (CAP):

1. The Technical Diploma Educational Institution shall admit Candidates through the Centralized Admission Process. The stages of CAP shall be as stated below,

- a. Display or publishing of Information Brochure by the Competent Authority;
- b. Filling Online Application Form by Candidate for participation in the Centralized Admission Process;

(i) All eligible candidates for admission to First year of Diploma in Pharmacy are required to fill the application form Online as per the notified schedule.

(ii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.

(iii) The non-refundable fees to be paid by the candidate through online mode only.

- c. Uploading of scanned images of valid necessary original documents as per the requirement of the admission while filling of online application form
- d. Document Verification at Facilitation Centre by the Candidate through the method prescribed by the Competent Authority for this purpose

The Competent Authority is offering the facility of e-Scrutiny in addition to the Physical Scrutiny of the documents. The candidate shall select the mode of scrutiny depending upon his/her convenience in online filling & confirming the application form.

(i) e-Scrutiny Mode:

(ii) Physical Scrutiny Mode:

- e. Display or publishing of provisional merit lists, submission of grievances (if any), through the method prescribed by the Competent Authority for this purpose and display or publishing of final merit lists; After declaration of the provisional Merit List, if candidate seek/claim any correction/concession in the displayed information, the process of Submission of grievance, if any, for all type of Candidates prescribed by the Competent Authority.

Final merit lists will be displayed on the website.

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



- f. Display of Category-wise Seats (Seat Matrix) available for CAP Rounds; The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
  - g. Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed shall be considered for allotment in the respective CAP Rounds; In order to participate in the CAP (subject to fulfillment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round
  - h. Display of Provisional Allotment of respective CAP Rounds indicating allotted institute and Course;
  - i. Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority through the method prescribed below by the Competent Authority for the purpose of accepting the offered seat and removal of errors as per the clause (e) of sub rule (4) of this rule;
  - j. The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.
2. Conduct of CAP Round-I.- The seats available for Round I shall be published on the Website. The Candidate whose names appeared in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.
3. During the CAP:
- a. If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds. Such candidates follow the instructions given at clause 9(1)(i) above. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not follow the instructions given in clause 9(1)(i), their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;
  - b. Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall follow the instructions given in clause 9(1)(i). Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not follow the instructions given in clause 9(1)(i), their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;
  - c. Candidate who have been allotted seat other than first preference and accepted the seat as per the instructions given in clause 9(1)(i) then such candidates shall be eligible for participation in the subsequent rounds for betterment;
  - d. Candidate who have been allotted seat other than first preference and not accepted the seat as per the instructions given in clause 9(1)(i), such candidate shall be eligible for participation in the subsequent rounds;



4. Conduct of CAP Round-II and III (For more details refer Information Brochure: Diploma Admissions 2024-25 or visit DTE website).
5. The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission & fee paid receipt to the candidate.
6. Admissions in Institutional Quota and vacant seats after CAP. -The Director or Principal of the institution shall carry out the admissions for these seats.
7. Approval of Merit List and the Admitted Candidates List.

After completion of Admission process every Institution shall submit the Admission- approval proposal to the Competent Authority.

8. Cancellation of Admission and Refund of fees, return of documents by Institutions. - (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled.

