Standard Operating Procedures for Admissions

- The students apply online on the MIT ADT University Admissions portal to the school and course of their choice within the period given by university.

- They register with a unique ID and password. The students also upload the scanned images of all the certificates. Online data is transferred by the University to the respective Schools.

- Under the leadership of a teacher representative working as the coordinator of admissions, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students.

- If the student fulfils the admission criterion of the college and stream, he/she then download the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.

- The non-teaching staff again examines the students form and verifies the original certificates. The students' candidature is once again checked on the University portal and the admission is confirmed. The confirmation of admission is duly notified to the candidate via a telephonic message as well as e-mail.

- The student then submits the fees online and is now considered admitted provisionally to the college.

- If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs. This is the procedure of admissions followed by the college.
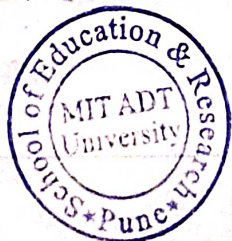
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❖ **Bachelor of Education (B.Ed.)**

The Bachelor of Education Programme (B.Ed.) is a professional course that prepares teachers for upper primary (Classes VI-VIII), secondary level (classes IX-X) and Higher secondary level (classes XI-XII).

➢ **Eligibility for B.Ed. Admission:**

(a) A candidate should have passed the bachelor's degree/master's degree in sciences, Social Sciences/Humanities/Commerce of MIT ADT university or of any other recognized university with at least 50% marks. Or bachelor's in engineering / Technology with specialization in Science and Mathematics of any recognized university with at least 50 % marks.

For Foreign students, the Maharashtra State Government rules will be applicable.

(b) Candidate should have appeared for the State Government of Maharashtra common entrance test (MH-CET) or Premiant Education Research Association (PERA) CET.
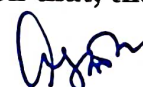
WEBSITE for CET Application form Filling/Admit card downloading and Score card downloading:	
MH-CET	www.mahacet.org
PERA CET	www.peraindia.in

Guideline for MH-CET:

How to fill the form: How to Approach MAH- B.Ed. (Regular/ Special) CET-2020 Form First candidate should download and read the Information Brochure carefully and then Scan Photo and Signature separately as per the directions given in the Information Brochure and save it on your PC's Desktop, and then follow the following steps. Candidate should be careful to upload photo in place of photo and signature in place of signature.

- Step 1: Go to website: ----- www.mahacet.org /

- Step 2 in the Centre: - CETs for Undergraduate Programmes 2019-20

  - Under that find: - Higher Education Department

  - Under that find MAH-B. Ed & B. Ed ELCT-2020 Click on that, that will take you to the page: of B.Ed. CET

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- Step 5: It will take you to Notices & Information Brochures Page
- Step 6: - Click on the Information Brochure Link and download it and read it carefully.
- Step 7: - Click on the MAH B.Ed. 2020 Application Link
- Step 8: - Click on: Click here for New Registration
- Step 9. Register yourself by filling in the details.
- Step 10. Already registered candidates should: Login in by filling in details for already Registered Candidates
- Step 11. Validate your filled in details by verifying it
- Step 12. Save and Submit Form by making online payment
- Step 13 Take print out of the Application Form and Payment Receipt. Keep them in safe custody as it will be required at the time of Admission.
- Step 14. If you have any problem: kindly send mail to: maharashtra.cetcell@gmail.com

Guideline about PERA CET:

- PERA CET will be conducted only for professional courses.
- PERA CET shall be additional to other entrance exams like (JEE, MH-CET, Uni-Gauge, ATMA, CAT, MAT & other equivalent National or State Level Exams)
- PERA CET score will be considered for admissions in member universities.
- Candidate can apply online / offline before last date.
- Application fee will be Rs. 1500 /- mode of payment is Online only
- Question paper will be separate for respective courses.
- UG course question paper will be designed based on respective standard syllabus

Note: Most of the entrance examinations are conducted in the month of May and June.

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➢ B. Ed entrance examinations mainly cover the given below 4 sections:

- General Knowledge
- Teaching Aptitude
- Logical Reasoning
- English Language Proficiency

➢ Pattern of PERA CET: Written (MCQ) + Interview = 200 Marks

Content	Marks
Written Exam (MCQ)	150
General Knowledge	40
Teaching Aptitude	30
Logical Reasoning	30
English Language Proficiency	50
Total A	150
Interview	50
Total B	50
Total A & B	**200**

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Category wise reservation of seat:

Sr. No.	Category of Reservation	Percentage of Seats Reserved for Maharashtra State Candidates.
1	Scheduled Castes and Schedule Caste converted to Buddhism (SC)	13%
2	Schedule Tribes (ST)	7%
3	Vimukta Jati (VJ)/ De Notified Tribes (DT) (NT-A)	3%
4	Nomadic Tribes 1 (NT-B)	2.5%
5	Nomadic Tribes 2 (NT-C)	3.5%
6	Nomadic Tribes 3 (NT-D) 2%	2%
7	Other Backward Classes (OBC) 19%	19%
	Total A	50.0%
8	Open	50.0%
	Total B	**100 %**

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- **Document Required for B.ED. Admission:**

  <u>Original documents Required for B. ED Admission:</u>

  1. S.S.C mark sheet

  2. H.S.C Marksheet

  3. B.A., B.SC., B.com, B.Tech., B.E. Marksheet

  4. B.A., B.SC., B.com, B.Tech., B.E. Passing Certificate

  5. M.A., M.com., M.Sc., Marksheet

  6. Leaving certificate

  7. Migration Certificate

  8. Gap certificate

  9. Domicile Certificate

  10. CET Documents (MH-CET /PERA)

  11. CET application form

  12. CET hall ticket

  13. CET score card

  14. Aadhar card Xerox

  15. Application form receipt

  16. Passport size photograph: 5

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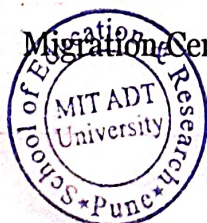## ❖ <u>Master of Education (M.A. in Education):</u>

Eligibility:

- ✓ Graduate in any discipline from any recognized / statutory University or Institute with minimum 50% for candidates belonging to Open category.
- ✓ The reservation and relaxation of 5 % marks will be given to the candidates belonging to S.C./ S.T./ V.J.N.T./ O.B.C./P.W.D. and other notified categories as per the State Government Rules.
- ✓ Those working in the education sector and having degree in Education can also take admission. A Bachelors or a master's degree in Psychology will be added advantage. · For Foreign students, the Maharashtra State Government rules will be applicable.
- ✓ A candidate who has completed qualifying degree from any Foreign University must obtain an equivalence certificate from the Association of Indian Universities (AIU) and need to be verified from AIU by the candidate before seeking admission for the programme.

Duration: 2 years - Full time

Documents Required for admission M.A. in Education:

1. S.S.C mark sheet

2. H.S.C Marksheet

3. B.A., B.SC., B.com, B.Tech., B.E., B.Ed. Marksheet

4. B.A., B.SC., B.com, B.Tech., B.E. Passing Certificate

5. M.A., M.com., M. Sc.., Marksheet

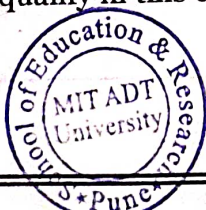6. Leaving certificate

7. Migration Certificate

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8. Gap certificate

9. Domicile Certificate

10. Birth Certificate

11. Passport size photograph 5

12. Application form

❖ **Master of Arts in e – learning / Master of Science in e – learning (M.A. / M.SC in e learning):**

- Candidates having graduation and/or post-graduation in Commerce, Arts, Humanities including Management and Law can apply for M.A in e-learning.
- Candidates who have a degree in B. E / B.Tech / B.Sc / M.Sc. / Medical and Paramedical students can apply for M.Sc in e-learning.
- Graduates belonging to the Open category from any discipline which is a recognized/statutory University or Institute should have a minimum of 50% of equivalent in the qualifying exam.
- The reservation and relaxation of 5 % marks will be given to the candidates belonging to S.C./ S.T./ V.J.N.T./ O.B.C./P.W.D. and other notified categories as per the State Government Rules.
- For Foreign Students, the University rules will be applicable.
- A candidate who has completed a qualifying degree from any Foreign University must obtain an equivalence certificate from the Association of Indian Universities (AIU) and need to be verified from AIU by the candidate before seeking admission for the program.
- All the candidates applying for his course need to have basic computer knowledge of MS office.

Entrance Test: Candidates who satisfy the above criteria will appear for an entrance examination. The entrance exam will assess the basic English language, Presentation skills, Computer Operations, and Logical thinking. It will be an online examination of 50 marks for 100 minutes. This exam will be based on the application of all the above-mentioned topics. To qualify in this exam candidates must score 50%.

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Statement of Purpose: Candidates who qualify in the entrance exam will submit a statement of purpose. Based on which final call letter for admission will be sent to the candidates.

Duration: 2 Years - Full time - M.Sc. e-learning OR M.A. e-learning

Semesters: 4 semesters with minimum 80 credits distributed over two years

Exit point: Those students who complete 40 Credits including a project will be qualified to exit with PG Diploma in e - learning.

Entry Point: Those students who have completed a PG Diploma in e-learning can later come back and pursue to complete M. A/ M. Sc in e-learning within 3 years from completion of the PG Diploma course.

Documents Required for admission M.A. / M.SC in e learning in Education:

1. S.S.C mark sheet

2. H.S.C Marksheet

3. B.A., B.SC., B.com, B.Tech., B.E., B.Ed. Marksheet

4. B.A., B.SC., B.com, B.Tech., B.E. Passing Certificate

5. M.A., M.com., M. Sc.., Marksheet

6. Leaving certificate

7. Migration Certificate

8. Gap certificate

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10. Birth Certificate

11. Passport size photograph 5

12. Application form

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❖ Post Graduate Diploma in Guidance & Counselling:

Eligibility:

- ✓ Graduate in any discipline from any recognized / statutory University or Institute with minimum 50% for candidates belonging to Open category.

- ✓ The reservation and relaxation of 5 % marks will be given to the candidates belonging to S.C./ S.T./ V.J.N.T./ O.B.C./P.W.D. and other notified categories as per the State Government Rules.

- ✓ Those working in the education sector and having degree in Education can also take admission. A Bachelors or a master's degree in Psychology will be added advantage. · For Foreign students, the Maharashtra State Government rules will be applicable.

- ✓ A candidate who has completed qualifying degree from any Foreign University must obtain an equivalence certificate from the Association of Indian Universities (AIU) and need to be verified from AIU by the candidate before seeking admission for the programme.

Duration: 1 year - Full time

Pattern: Semester

Documents Required for admission M.A. in Education:

1. S.S.C mark sheet

2. H.S.C Marksheet

3. B.A., B.SC., B.com, B.Tech., B.E., B.Ed. Marksheet

4. B.A., B.SC., B.com, B.Tech., B.E. Passing Certificate

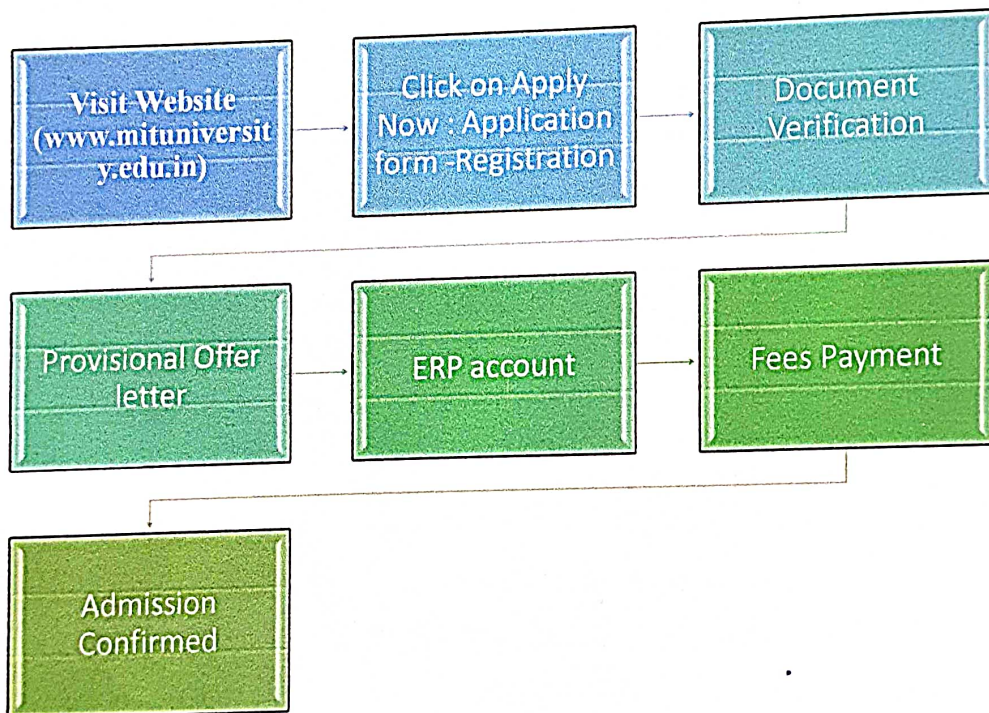5. M.A., M.com., M. Sc.., Marksheet

6. Leaving certificate.

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7. Gap certificate

8. Domicile Certificate

9. Birth Certificate

10. Passport size photograph 5

11. Application form

Flow of Admission Process:

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┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│  Visit Website   │     │  Click on Apply  │     │    Document      │
│ (www.mituniversit│ ──▶ │ Now : Application│ ──▶ │  Verification    │
│    y.edu.in)     │     │form Registration │     │                  │
└──────────────────┘     └──────────────────┘     └──────────────────┘

┌──────────────────┐     ┌──────────────────┐     ┌──────────────────┐
│ Provisional Offer│     │   ERP account    │     │   Fees Payment   │
│      letter      │ ◀── │                  │ ◀── │                  │
└──────────────────┘     └──────────────────┘     └──────────────────┘

┌──────────────────┐
│    Admission     │
│    Confirmed     │
└──────────────────┘
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