

## 1. ADMISSION POLICY (APPLICABLE TO ALL UG ACADEMIC PROGRAMMES)

XIE offers the following Engineering Degree Courses of four year duration leading to the Bachelor of Engineering. The degree is offered by the University of Mumbai. The details of the courses & their intake capacity are given in the table:

Computer Engineering	120 seats
Computer Science and Engineering (Internet of Things and Cyber Security Including Block chain Technology)	90seats
Information Technology	60 seats
Electronics & Computer Engineering	30 seats

### 1.1 ADMISSION PROCESS AND THE ELIGIBILITY CRITERIA.

The First year Engineering admission process shall have the following three categories, as per the rules and regulations of the MH-CET Cell Maharashtra and the colleges affiliated to University of Mumbai, they are:

#### 1.1.1 Students applying for admission through Centralized Allotment Process (CAP) of The State Common Entrance Test Cell (MH-CET Cell):

Students shall apply for admission to the State Common Entrance Test Cell (MH-CET Cell), on-line as per their Cell's notification in the leading news papers and their website. The eligibility criteria for admission are as specified in the Information Brochure issued by the MH-CET Cell for that particular academic year. Normally the Academic Year starts from June-July of every year and ends in the next year of May-June. MH-CET Cell shall release the document i.e., the information brochure and the rules and regulation hand book in the month of April-May every year. This process is referred as online admission.



### **1.1.2 Students applying for admission to Institute Level Quota seats:**

Students seeking admission to XIE directly at the Institute will have to make an application in the prescribed format of XIE, against the advertisements released in the leading newspapers published by the Institute XIE. The starting date and the ending date of filling up of the application form and submitting them along with the required documents at the **College General Office** shall be specified in the newspaper. The advertisement for admission to the 1<sup>st</sup>/2<sup>nd</sup> year of the Institute Level Quota seats shall appear in the leading newspapers in May-June, every year. This process is also referred as **off-line** admission.

However, the eligibility criterion of admission for first year engineering either through **CAP of online** process or to the **institute level quota seats of off-line** process remains the same as given below:

#### **i. Eligibility Criteria for Maharashtra State Candidates:**

Normally students who have passed the H.S.C. (Std. XII) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination and secured generally a minimum of 45% marks (40% for reserved/ EWS/ PwD candidates of Maharashtra) in Physics, Mathematics, and one of Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering /Graphics / Business Studies / Electronics/ Entrepreneurship/Electrical/Automobile etc; taken together,

**AND**

Having appeared for the MH-CET Examination conducted by the Competent Authority of the Government of Maharashtra and having secured a minimum qualifying mark as specified by MH-CET Cell, are eligible to take the admission.



**\*\* Note:-** However, the scores of 45% in Physics, Chemistry and Maths taken together at Standard XII, may be varied by MH-CET Cell from time to time and year to year.

**ii. Eligibility Criteria for Outside Maharashtra State Candidates:**

Students who have passed Std. XII or an equivalent examination of any recognized Board with a minimum of 45% marks (40% for reserved/EWS/PwD candidates of Maharashtra) in the subject of Physics, Chemistry and Mathematics taken together,

**AND**

Having appeared for the MH-CET/JEE (Main) or MH-CET 2025, and secured a minimum qualifying mark, as specified by MH CET Cell, Maharashtra/Central Board of AIEEE/JEE of IIT are eligible for admission. Such students' who have passed their XIIth from other boards other than Maharashtra State Board must produce the Domicile Certificate of Maharashtra of either of the parents (Father/Mother) and the student. Hence, the students shall confirm the stand taken by the MH-CET Cell looking at their brochure and the web-site in this regard. However, all the rules in all places and regulations specified in the Information Brochure published by the MH-CET Cell and also the notices that are put up on their website <https://cetcell.mahacet.org> are totally applicable for all the above said types of admissions.

**\*\* Note:-** However, the scores of 50% in Physics, Chemistry and Mathematics taken together at std XII, may be varied by MH-CET Cell from time to time and year to year.

After completion of all the rounds of admissions that are carried out by the MH-CET Cell and the last day specified for reporting to the respective Institute for all such students who have been allotted with a CAP seat is accepted and confirmed by paying the fee, the seats remaining vacant shall be filled up by the Institute (XIE)



as per the admission rules and regulations notified by MH-CET Cell and the Government of Maharashtra.

**1.1.3 Students who are applying after completing their Diploma course in Engineering / Technology, or after completing B.Sc., degree with PCM as major subjects.**

The eligibility criteria for students who have passed their Diploma/B.Sc., degree course as specified in the Information Brochure for that particular academic year issued by the State Common Entrance Test Cell (MH-CET Cell).

In General, the Diploma holders who have passed their Diploma course in Engineering/Technology with a minimum of 45% marks (40% for reserved/EWS/PwD candidates of Maharashtra) with English as their medium of instruction from any of the Polytechnics affiliated to MSBTE or AICTE-approved Polytechnics, or a 3-year D.Voc. stream in the same or allied sector/Board situated in or outside the Maharashtra State are eligible for admission to first year.

Further, those candidates who have passed their B.Sc., Science with Physics, Chemistry and Mathematics as their major subjects of study and obtained 50% marks aggregate in the subjects of PCM taken together and having taken English as their medium of instruction are also eligible for first year engineering,

**AND**

The candidates must have taken MH-CET examination of that year while making an application with the required score in MH-CET examination as prescribed by the State Common Entrance Test Cell (MH-CET Cell). The MH-CET Cell's brochure shall provide all the details, regardless of the type of admission (online or off-line) for all types of candidates who are seeking admission in that particular academic year.



## **1.2. Categories and The Quota of Seats Allocated for Each Course at The CAP and The Institute Level Admission Process by the MH CET Cell and the AICTE.**

These are the type and the category of seats available for admission, as per the sanctioned intake **(SI) of 60 seats** in each branch. The following table shall provide information on each category of seat and the quota of seat allocation:

	<b>Category</b>	<b>Qualifying exam</b>	<b>Quota of seats</b>
<b>1.</b>	<b>Minority (Christians)</b>	MH-CET and HSC with the prescribed score and the marks as given in the DTE's brochure	<b>51% of SI</b>
1.1	Maharashtra State		
<b>2.</b>	<b>Institutional Level (Any student of any category)</b>	MH-CET and HSC with the prescribed score and the marks as given in the DTE's brochure	<b>20% of SI</b>
2.1	Maharashtra State		
<b>3.</b>	<b>State Government - CAP (All students without having any tag attached)</b>	MH-CET/AIEEE/JEE Mains and HSC with the prescribed score and the marks as given in the DTE's brochure	<b>29% of SI</b>

### **1.2.1. ADMISSION PROCESS (FOR THE INSTITUTE LEVEL QUOTA SEATS)**

- i. Issue of Application Forms at XIE's General Office, after the notification of advertisement appears in the leading newspapers and the web-site of the college.
- ii. Making an application and submitting the "Application Form" by the candidate with all the correctly prescribed supporting Documents affixed on or before the last date mentioned in the advertisement at the college General Office.
- iii. Preparation of a Provisional Merit list as per the inter-se-merit.



- iv. Displaying the Provisional Merit List on the Notice Board and the website of the college XIE.
- v. Making Corrections, Modifications, (if any) lodged by any candidate in writing.
- vi. Displaying the final merit list on the Notice Board and the website.
- vii. Preparation of the admission schedule and displaying it on the Notice Board and the college website for conducting counselling sessions in batches.
- viii. Offering admission to the candidates through Merit List by Counselling.

Applications will have to be made directly to the Institute in the prescribed format of the Institute along with the list of supporting documents as mentioned above. Applications can also be filled up and submitted through online support system of the college. **However, please note that if a candidate is just filling up an on line application form of the Institute but is not registering by paying the required registration fee, before the last date mentioned in the newspaper, his/her name shall not appear on the merit list.** No complaints of such candidates shall be entertained by the institute, even if they lodge a complaint. But, If there are any error/s due to oversight/typographical mistake that may take place while preparing the merit list and if there is/are any omissions of the name in the merit list of registered candidates, it shall be taken in to consideration provided that the candidate has submitted his/her application as per the time schedule specified in the newspaper and submitted.

The students who have not made an application and who have not registered by paying the prescribed registration fee at the college, cannot lodge a complaint at any level, be it at the College/University/MH-CET Cell on omission of his/her name while offering admission by way of counselling or after the counselling.



Admissions will be offered on the basis of inter-se-merit by counselling as stated above, among all the applicants who have applied. The Merit list and the detailed Schedule of admission will be displayed on the Institute's Notice Board as well as the Institute's website [www.xavier.ac.in](http://www.xavier.ac.in).

No personal communication shall be sent to any individual candidate. It is the responsibility of the candidate to check the college Notice Board and physically present themselves for counselling rounds along with one parent/guardian and with all the necessary original documents at the scheduled time and the date specified. Failure to remain present at the time of counselling will entail in loss of his/her candidature and the admission will be offered to the next candidate from the merit list, shown/displayed.

Candidates who have already secured admission elsewhere should produce the admission letter from that admission centre or a certificate from the Head of that Institute, in which admission has been secured, stating that the candidate has secured admission in the said Institution and that his/her original documents are retained by that Institute. Such candidates shall produce Xerox copies of all required documents duly attested by that Head of the Institution he/she is attending / Institute where admission has been secured.

Candidates who have been offered admission at XIE by counselling must confirm their admission on the spot by paying the requisite fees through **Online**. Failure to pay the fees immediately will entail in his/her loss of admission. They must deposit the original documents or produce the admission letter /retention letter/a letter from the Head of the Institute where he/she has taken admission with all the attested copies of documents as given below.

**However, such candidates will have to produce all their original documents within four working days after taking admission in this Institute XIE.**



**Please note that all candidates seeking admission should look for all admission related information's on the Notice Board of the Institute and such notices shall be treated as final, authorized and correct.**

**1.2.2. Documents that are required and to be submitted at the time of admission.**

Candidates will have to submit all their originals and six attested copies of each of the following documents:

- i. SSC (Std X) and HSC (Std XII) Marksheet and Passing Certificate.
- ii. Leaving Certificate (LC) from the Institute last attended.
- iii. MH-CET score card/AIEEE/JEE score card.
- iv. Transfer Certificate of students who have taken admission and who are from outside Maharashtra State.
- v. Nationality Certificate of the student mentioning that the candidate is an Indian National. This is applicable in such cases of candidates whose LC does not mention their Nationality as Indian.
- vi. Caste Certificate / Caste Validity / Non-creamy layer/Gap Certificate, if applicable.
- vii. Eligibility Certificate from University of Mumbai, Vidyanagri, Kalina Campus, Santacruz (East), Mumbai 400 098, (It is applicable for such candidates who have passed their qualifying examination from any other Board other than Maharashtra State Board of Secondary and Higher Secondary Education) **with a proper name and the major subjects studied.**
- viii. Physical Fitness Certificate from a registered medical practitioner.
- ix. Migration Certificate (Applicable to such students who are seeking admission from other than Maharashtra State Board).
- x. Students admitted through CAP under Defence quota will have to submit the Defence Service Certificate of his / her parent at the time of admission.



- xi. Students admitted under handicapped category have to submit a medical certificate as per the Rules and Regulations of State Common Entrance Test Cell (MH CET Cell), Maharashtra State.
- xii. Two passport size photographs (Latest) must be submitted at the time of taking admission.
- xiii. Proof of Minority Status: (Applicable for only Minority Quota Seats) In case of a candidate whose LC does not mention that he/she is a “Christian” against the Religion row, such students shall produce an Affidavit that must be submitted stating that he/she is a Christian and belongs to “Christian Minority” category. They must confirm this ruling of MH-CET Cell at the college office.

All the above Original Certificates shall be produced at the time of admission. Note that no student can change his/her course/branch in the second year, as any vacant seat that arise in first year, shall be intimated to MH-CET Cell and it shall be filled up by the MH-CET Cell in the succeeding year by diploma/BSc candidates. Please note that the College Authorities do not have any right to change the branch of any candidate who has taken admission at the beginning of the first year, since his/her name shall also be enrolled for that particular branch to which he /she has taken admission at the University of Mumbai in that particular year.

The schedule of admission counselling sessions shall be displayed on the Institute Notice Board as well as on the Institute website [www.xavier.ac.in](http://www.xavier.ac.in). The students shall be called for counselling in batches.

### **1.2.3. Fee Structure:**

The fees for the academic year shall be as per the guide lines given by the Fee Regulating Authority (FRA) from time to time along with the University share of fees as applicable.



The students as well as the Institute will offer an undertaking to each other to make good the increase or decrease in the fees ultimately fixed by the Fee Regulating Authority.

#### **1.2.4. Refund of Fees:**

For those admitted candidates through CAP, such as Open and Minority quota, refund rules will be as per the rules prescribed by the Govt. of Maharashtra for that Academic Year. However, for the Institutional quota of seats, though the organisation normally follows the rules and regulations of MH-CET Cell and Govt. of Maharashtra, it could be modified by the Director of the Institute every year.

However, for claiming refund of fee, the candidate must have taken admission by paying the necessary tuition and other fees and should have submitted all his/her original certificates before he/she applies for cancellation. Else, the application shall not be considered for refund of fee.

### **1.3. DIRECT SECOND YEAR ADMISSION:**

#### **1.3.1. Eligibility Criteria**

The students passing out from Diploma course in Electronics & Telecommunication Engineering/ Computer Engineering / Information Technology conducted and approved by the competent authority of the Government of Maharashtra, MSBTE by securing minimum qualifying marks shall be considered eligible for admission to the Direct Second Year Engineering Course. For more details, Please log on to the web site of State Common Entrance Test Cell (MH-CET Cell) of Maharashtra state, and get their brochure and also detailed information.

#### **1.3.2. Categories of Seats and Quota Allocated for Second year Engineering.**

Seats available for admission to Direct Second Year Engineering course, in each branch of Engineering of XIE are given in the table:



	Category	Qualifying exam	Reserved Quota of seats
1.	Christian Minority	Diploma	51%
2.	State Government Open Category	Diploma	49%
<b>Total Seats</b>			

### 1.3.3. Admission Process (At Institute Level, Only For Vacant Seats, if any)

1. Issue of Application Forms (after the advertisement appears in the news paper) by the General office of XIE.
2. Making an application and submitting the "Application Form" by the candidate with all the correctly prescribed supporting Documents affixed and submitting it on or before the last date mentioned in the advertisement at the college General Office.
3. Display of Provisional Merit List.
4. Corrections/ Modifications, if any lodged by any candidate in writing.
5. Display of final merit list.
6. Admission offered as per the Merit List by Counselling.

Applications have to be made directly at the Institute in the prescribed format of the Institute along with all the supporting documents. Admission shall be offered on the basis of inter-se merit by counselling among all the applicants as explained above. The Merit list and the detailed Schedule of admission shall be displayed on the Institute Notice Board as well as the Institute website [www.xavier.ac.in](http://www.xavier.ac.in). No personal communication shall be sent to any individual candidate. It is the responsibility of the candidates to check the Notice Board and present themselves for counselling rounds along with one parent/guardian with all the necessary documents on a specified date and scheduled of time given by the Institute. Failure to present at the time of counselling will entail loss of candidature and the admission will be offered to the next candidate from the list based on inter-se-merit.



Candidates who have already secured admission elsewhere should produce the admission letter from that admission centre or a certificate from the Head of that Institute, in which admission is secured, stating that the candidate has secured admission in the said Institution and that the originals of the aforesaid documents are retained by that Institute. Such candidates should produce Xerox copies of documents duly attested by that Head of the Institution last attended / Institute where admission has been secured.

Candidates who are offered admission must confirm their admission on the spot by paying the requisite fees by **Online**. Failure to pay the fees immediately will entail loss of his/her admission. They must also deposit the original documents or produce the admission letter/retention letter/letter from the Head of Institute where last admitted and attested Xerox copies of all the supporting documents. **However, such candidates will have to produce their original documents within four working days after taking admission.**

**Candidates seeking admission should look for all admission-related information on the Notice Board, which shall be treated as final, authorized and correct.**

The students who have not made an application and who have not registered by paying the prescribed registration fee at the college, cannot lodge a complaint at any level, be it at the College/University/MH-CET Cell on omission of his/her name while offering admission by way of counselling or after the counselling.

#### **1.3.4. Documents required while taking admission.**

Candidates will have to submit their originals and six attested copies of each of the following documents

- i. SSC (Std X) marksheet & Passing Certificate
- ii. HSC (Std XII) mark sheet & Passing Certificate (if any)



- iii. Diploma mark sheet & Passing certificate
- iv. College leaving certificate
- v. Nationality Certificate of the student (In case of candidates whose LC does not mention Nationality as Indian).
- vi. Caste Certificate / Caste Validity / Non-creamy layer /Income Certificate/Gap Certificate (if applicable) Provisional Passing Certificate
- vii. Eligibility Certificate from the University of Mumbai, Vidyanagri, Kalina Campus, Santacruz (East), Mumbai- 400 098, **with the proper name of the Branch of Engineering**
- viii. Equivalence Certificate from MSBTE, Bandra for other than MSBTE Boards.
- ix. Physical Fitness Certificate from a registered medical practitioner.
- x. Migration Certificate in case of students from other than Maharashtra State Board.
- xi. Students admitted through CAP, Defence quotas have to submit the Defence Service Certificate of his/her parents at the time of admission.
- xii. Students admitted under physically handicapped category will have to submit a medical certificate as per the rules & regulations of State Common Entrance Test Cell (MH CET Cell), Maharashtra State.
- xiii. Proof of Minority Status: (Only for Minority Quota- In case of a Candidates whose LC doesn't mention "Christian" against their Religion row shall submit the following:
  - a) An Affidavit stating that he/she is a Christian. (the format of the affidavit is available at the general office)
  - b) Letter from the Bishop in original.



### **1.3.5. All Original Certificates will have to be produced at the time of admission.**

The schedule of counselling for admissions will be displayed on the Institute notice board as well as the Institute website [www.xavier.ac.in](http://www.xavier.ac.in)

### **1.3.6. Fee Structure**

The fees for the academic year shall be as per the guide lines provided by the Fee Regulating Authority (FRA) from time to time along with the University share of fees as applicable.

The students as well as the Institute will offer an undertaking to each other to make good the increase or decrease in the fee, ultimately fixed by the Fee Regulating Authority (FRA).

### **1.3.7. Refund of Fees**

Those candidates who have been admitted through CAP, Open and Minority quota, the refund rules and regulations shall be as prescribed by the Govt. of Maharashtra for that Academic Year. However, for the Institutional quota of seats, though the Organisation normally follows the rules and regulations of MH-CET Cell and Govt. of Maharashtra, it could be modified by the Director of the Institute every year.

**However, for claiming refund of fee, the candidate must have taken and confirmed his/her admission by paying the necessary tuition and other fees and must have submitted all his/her original certificates before he/she applies for cancellation.**

