

Institute of Information and Communication Technology (IICT)

MGM Campus, N-6, CIDCO, Aurangabad - 431003

Website: www.mgmu.ac.in, www.iict.mgmu.ac.in

**Information
For Admissions in the Academic Year 2025-26**

Post Graduate Programs

**First Year of Post-Graduation in
Engineering and Technology**

1. Introduction.....	1
2. Definitions.....	1
3. Program Intake.....	2
4. Invitation of Registration	2
5. Candidate Type	2
6. Reservations	3
6.1 Reservation for Backward Class Category Candidates:	3
6.2 Reservation for sons/daughters of Defense service personnel:.....	3
6.3 Reservation for Persons with Disability Candidate:	4
6.4 Reservation for female candidates:.....	4
7. Eligibility Criteria	4
7.1 Program: Master of Technology (M.Tech.)	4
8. Preparation of Merit List.....	5
8.1 M.Tech. in Data Science/AIML.....	5
9. Admission Procedure.....	6
9.1 Confirmation of admission:.....	7
9.2 Fee Structure:	7
9.3 Caution Money Deposits:	7
10. Cancellation of Admission & Refund of fees	7
11. Documents to be attached along with Application form for Admission Process.....	8
12. Miscellaneous provisions.....	9
12.1 Conduct and Discipline.....	9
12.2 Action against ragging:.....	9
12.3 Hostel Accommodation:	9
Appendix I	10
Appendix II	11
Proforma – A	13
Proforma – B	15
Proforma – C.....	16

1. Introduction

As per the Maharashtra Act No XXVI of 2019 the MGM University, Aurangabad has published the rules to regulate the admissions to the **First year Full Time Professional Post Graduate Programs** (Engineering and Technology).

This brochure gives information regarding the eligibility and rules of admission to First year of postgraduate programs in IICT, MGM University, Aurangabad. This also provides information about invitation of registrations for admission, distribution of seats, details of reservation, various stages of admission process, refund of fees, etc.

All the decisions taken in relation to admission to First year of programs, by the Competent Authority shall be final and binding on all concerned.

2. Definitions

- a) “Act” means The MGM University, Aurangabad (Regulation of Admissions and Fees) Act, 2019 (Act XXVI of 2019);
- b) “All India Seats” means seats available to an eligible Indian National Candidate;
- c) “Application form” means prescribed form filled up online by the Candidate for admission;
- d) “Competent Authority” means the Registrar of MGM University, Aurangabad
- e) “Programs” means the full time Post Graduate Programs in Engineering and Technology, Architecture and Computer Applications.
- f) “Eligible Candidates” mean the candidates who are eligible for different professional programs as notified by the MGM University Act;
- g) “SSC” means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
- h) “HSC” means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
- i) “Inter -Se-Merit” means the order of merit declared by the MGM University, Aurangabad in respect of various classes/ category of Candidates;
- j) “Qualifying Examination” means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- k) “NRI” means Non-Resident Indian;
- l) “Medical Authority” means Civil Surgeon;

3. Program Intake

PG Programs

Name of The Program	Approved Intake	Duration
M.Tech. Data Science	18	2 Years
M.Tech. AIML	18	2 Years

4. Invitation of Registration

The Competent Authority shall invite online registrations from candidates for participating in admission process to the professional Courses for which MGMU - CET 2025 or alternative entrance examination is required for the academic year 2025-26.

The candidates seeking admissions to the professional programs for the seats provided in: **Maharashtra State Seats, All India Seats and NRI seats** - For these seats the candidates shall apply to the Competent Authority for admission through Admission Process on www.mgmu.ac.in or www.iict.mgmu.ac.in.

For all Postgraduate programs allocation of seats for All India Candidature is 60% and for Maharashtra State Candidature is 40%. Five percent (5%) of seats within "Approved Intake" will be allowed for admission under NRI category.

Important dates for PG admissions:

1. Online registration: Started and Application form is available on www.mgmu.ac.in, www.iict.mgmu.ac.in.
2. Last date for online registration: Till cut-off date
3. First counseling round of admission: 17th May 2025.
4. Second counseling round of admission: Schedule will be displayed on IICT website
5. Commencement of classes of first year: 10th June 2025.
6. Cutoff date of admission: will be communicated later.
- 7.

5. Candidate Type

1. Maharashtra State Candidates:

Candidate who is either Domicile of Maharashtra and/ or is born in Maharashtra.

2. All India Candidates:

The Candidates having Indian citizenship are eligible under this Category.

3. NRI Candidates:

The candidates and his/her parents should have Indian Passports. In addition to this they should also have visa and work permit of parents in foreign country.

6. Reservations

All the reservations given below shall be applicable to **candidates belonging to Maharashtra State only** subject to the fulfillment of the eligibility criteria specified by MGM University, Aurangabad from time to time.

6.1 Reservation for Backward Class Category Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra state candidates. Backward class candidates shall claim the category to which they belong at the time of submission of application form.

Sr. No.	Category of Reservation	Percentage of seats Reserved
01	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0 %
02	Schedule Tribes (ST)	7.0%
03	Vimukta Jati (VJ)/ De Notified Tribes (DT) (NT -A)	3.0%
04	Nomadic Tribes 1 (NT-B)	2.5%
05	Nomadic Tribes 2 (NT-C)	3.5%
06	Nomadic Tribes 3 (NT-D)	2.0%
07	Other Backward Classes (OBC)	19.0%
	Total	50.0%

6.2 Reservation for sons/daughters of Defense service personnel:

Five percent (5%) seats of the total sanctioned intake of an institute, subject to a maximum of five (5) seats in each institute coming under admission shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (DEF-1), Children of active service personnel who are Domiciled in Maharashtra State (DEF-2), Children of active service personnel (DEF-3) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or 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's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

- (i) These seats are within the sanctioned intake and are available as State Level seats.
- (ii) A combined single merit list of all eligible DEF1, DEF2 and DEF3 candidates shall be prepared.
- (iii) Candidates claiming these seats shall produce additional documents in Proforma A.
- (iv) This provision is NOT available to the children of CIVILIAN STAFF who is working /who has worked in the Indian Defense Service.

6.3 Reservation for Persons with Disability Candidate:

Five percent (5%) seats of total sanctioned intake under admission procedure shall be reserved for Candidates having following minimum 40% benchmark disability.

Locomotor disability	Intellectual disability
Leprosy cured person	Specific learning disabilities
Cerebral palsy	Autism spectrum disorder
Dwarfism	Mental illness
Muscular dystrophy	Multiple sclerosis
Acid attack victims	Parkinson's disease
Blindness	Haemophilia
Low-vision	Thalassemia
Deaf	Sickle cell disease
Hard of hearing	Multiple Disabilities
Speech and language disability	

A single merit list of all eligible candidates shall be prepared. The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit. These seats are available for Maharashtra state domiciled candidates only.

The candidates claiming reservation under this category shall submit the certificates from the medical authority competent for issuing such certificate. The certificate should clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.

6.4 Reservation for female candidates:

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense and Persons with Disability category.

7. Eligibility Criteria

7.1 Program: Master of Technology (M.Tech.)

(1) For Maharashtra Candidate:

- (i) The candidate should be an Indian National having domicile in Maharashtra state.
- (ii) Passed bachelor's degree in the (CSE/IT/ECT/Civil) of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions (or equivalent) with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only).
- (iii) Obtained Non-Zero Positive Score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology.
- (iv) In case of unavailability of GATE candidates, the vacant seat will be offered to the non-GATE candidates, as per merit, based on the marks secured in MGMU - CET 2025 (M.Tech.)/PERA CET 2025.

- (v) For sponsored candidates, minimum of two years of full-time work experience in a registered firm /company /industry /educational and/ or research institute/any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

Note: 1. Candidates who have appeared in GATE 2024 and having a score which is valid for AY 2024-25 (as mentioned on the score card) are eligible for admission.

2. Candidates who have appeared GATE in 2025 with non-zero scores shall be considered on the basis of Marks obtained.

3. Preference shall be given to the Valid Score candidates over not valid score.

(2) All India Candidate:

- (i) The Candidate should be an Indian National.
- (ii) Passed bachelor's degree in the (CSE/IT/ECT/Civil) of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions (or equivalent) with at least 50% marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only).
- (iii) Obtained Non-Zero Positive Score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology.
- (iv) In case of unavailability of GATE candidates, the vacant seat will be offered to the non-GATE candidates, as per merit, based on the marks secured in MGMU - CET 2025 (M.Tech.).
- (v) For sponsored candidates, minimum of two years of full-time work experience in a registered firm /company /industry /educational and/ or research institute/any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

Note: - 1. Candidates who have appeared in GATE 2024 and having a score which is valid for AY 2024-25 (as mentioned on the scorecard) are eligible for admission.

2. Candidates who have appeared GATE in 2025 with non-zero scores shall be considered on the basis of Marks obtained.

3. Preference shall be given to the Valid Score candidates over not valid score.

(3) NRI* Candidate-

Passed bachelor's degree in the (CSE/IT/ECT/Civil) of Engineering and Technology from All India Council for Technical Education or Central or State Government approved institutions (or equivalent) with at least 50% marks in aggregate or its equivalent.

***NRI Seats are based on AICTE norms.**

8. Preparation of Merit List

8.1 M.Tech. in Data Science/AIML

1. All eligible candidates who have submitted an application form on or before the last

- date specified shall be assigned a merit number.
2. First preference will be given to the GATE qualified candidate of the previous year.
 3. Second preference will be given to Non-Zero Positive Score in Graduates Aptitude Test in Engineering (GATE) conducted by Indian Institute of Technology for current year.
 4. In case of unavailability of GATE candidate, the vacant seat will be offered to the non-GATE candidates, as per merit, based on the marks secured in MGMU - CET 2025 (M.Tech.)/ PERA CET 2025.
 5. The candidates are required to follow the admission procedure and schedule declared from time to time at the admission office of institute and website.

While deciding the eligibility of the Candidates the following procedure shall be adopted:

- (a) The percentage of marks shall be calculated by rounding off to the nearest integer. i.e. if the percentage of marks comes out to be 44.50% to 44.99% then it shall be rounded to 45% and if the percentage of marks comes out to be 44.01% to 44.49%, shall be rounded to 44% for deciding the eligibility.
- (b) If letter grades are assigned at Bachelor of Engineering, its equivalent examination, the candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority at the time of submission of application form. Eligibility shall be decided based on equivalent marks.
- (c) The Grades or Marks are considered based on which the class of Degree is awarded.

9. Admission Procedure

The MGM University, Aurangabad shall admit Candidates through the Admission Procedure as referred to in Section 35 of The MGM University Act 2019. The stages of Admission Procedure shall be as stated below-

- (a) Display or Publishing of Information.
The Information shall be published on the website.
- (b) Filling Online Application form for Admission and MGMU CET 2025 by Candidate.
 - (i) All the aspiring candidates shall register their name on the official website. The candidate shall fill in the Online Application form for admission and MGMU CET 2025.
For admissions the eligible candidates aspiring for admission shall apply, by paying required fees as given below through online mode (Credit Card/ Debit Card/ Net Banking).

Application fees for Admission and MGMU CET 2025	For all Candidates
Engineering and Technology (PG)	Rs. 2000/-

- (ii) The registration fee is non-refundable.
- (iii) The candidate should read the information brochure published on the website carefully.

- (iv) The candidate should fill in the Online Application form as per the notified schedule for respective admission.
- (v) The Candidates will also be able to fill in Online Application form and Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
- (vi) Final merit lists will be prepared and shortlisted candidates will be called for the admission round.

9.1 Confirmation of admission:

The candidate shall report for the admission in institution as per the admission schedule. Candidates shall confirm admission by paying the requisite amount of fee and by submitting required documents original to the institute. The Institute shall verify the required documents and shall issue a system generated receipt of confirmation of admission.

9.2 Fee Structure:

The fee structure shall be approved by the Fee Fixation Committee established under the MGM Act. The final fee approved and published by the Fee Fixation Committee (section 36) for that year shall be the fee payable by the candidate for the complete duration of the program. Tuition fee for Academic Year 2025-26 for PG programs is as follows:

M.Tech. in Data Science	M.Tech. in AIML
Rs. 150000/-	Rs. 150000/-

In addition to the above-mentioned tuition fee, eligibility fee, exam fee, student activity fee and caution money deposit is applicable for admission to PG programs in Academic Year 2025-26.

The fee is to be paid by digital payment mode only.

Tuition Fee for NRI candidates is USD 2000 or INR 150000/- whichever is more.

9.3 Caution Money Deposits:

Caution money deposit for Academic Year 2025-26 for PG programs is Rs. 5000/-.

Caution money deposit received from the students shall be refunded after successful completion of the program or on cancelling the admission, after recovery of dues if any. However, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution or within 3 complete financial years after the date of successful completion of the program, whichever is earlier the amount of caution money deposit shall be transferred to Students Aid Fund.

10. Cancellation of Admission & Refund of fees

(New cancellation policy given by MGM University will be added)

11. Documents to be attached along with Application form for Admission Process

The candidates are required to scan the document in .jpg or.gif format (minimum 150 dpi resolution, file size up to 1 MB) and upload the scanned copies of the required documents at the time of filling out the Application form for Admission.

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with Application form for Admission
1	All Candidates	<ol style="list-style-type: none">1. SSC (Std. X) marksheet.2. HSC/Diploma3. Qualifying Examination mark sheet.4. PERA CET 2025 score card5. College Leaving Certificate6. Certificate of the Indian Nationality of the candidate.7. Proforma-A in case of Defense Category students8. Degree Marksheet (If not available Proforma-B to be submitted)9. Degree certificate10. Valid GATE score card.11. Gap Certificate on Rs. 100/- Bond paper for students passing graduation examination before academic year 2024-25, clearly stating the reason for gap.
In addition to the above documents' candidates are required to produce the following additional documents depending upon the category to which they belong.		
2	Maharashtra Candidates	Domicile/ Birth/ Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
3	Backward class candidates belonging to SC/ ST	<ol style="list-style-type: none">1. Caste certificate2. Caste/ Tribe validity certificate
4	Backward class Candidates belonging to VJ/ DT - NT(A)/ NT(B)/NT(C)/NT(D) /O.B.C/SBC/SEBC	<ol style="list-style-type: none">1. Caste certificate2. Caste validity certificate3. Non creamy layer certificate valid up to 31st March 2025.
6	Persons with Disability Candidates	<ol style="list-style-type: none">1. Certificate in the disability by concerned authority (Proforma C)2. Domicile certificate of candidate.
7	NRI Candidate	<ol style="list-style-type: none">1. SSC (10th) Examination Mark sheet or in case of grade sheet, an equivalent mark sheet issued by the competent authority failing which the minimum marks for a particular grade shall be considered.2. HSC (10+2) Examination Mark sheet or in case of grade sheet, an equivalent mark sheet issued by the competent authority failing which the minimum marks for a particular grade shall be considered.

		<ol style="list-style-type: none"> 3. School leaving certificate (XII Leaving certificate/ Transfer certificate). 4. Valid NRI certificate issued by Indian Embassy. 5. Passport and visa of parent working in foreign country. 6. Letter from employer on company letterhead. 7. Residence permit / card or Residence (address) proof. 8. Bachelor's degree certificate as mentioned in the eligibility criteria.
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12. Miscellaneous provisions

12.1 Conduct and Discipline

- (i) 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 during the Admission Process.

- (ii) Students while studying in the MGM University, Aurangabad 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 University without any notice.

12.2 Action against ragging:

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12).

And their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of MGM University, Aurangabad is prohibited
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside MGM University, Aurangabad shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c) Undertaking from the candidate shall be taken while admitting the candidate in the Institute.

12.3 Hostel Accommodation:

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the MGM University, Aurangabad.

Appendix I

AFFIDAVIT BY THE STUDENT

(This matter has to be typed on a non-judicial stamp paper of Rs. 100/-)

1. I, (full name of student with admission/registration/ enrolment number) s/o d/o Mr./Mrs./Ms, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that (a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. (b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled. Declared thisday of month of year.
7. I hereby declare that I have read the admission cancellation and refund policy of MGM University and accept the same.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day), of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month),(year) after reading the contents of this affidavit.



OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC

Appendix II

AFFIDAVIT BY THE PARENT / GUARDIAN

(This matter has to be typed on a non-judicial stamp paper of Rs. 100/-)

1. Mr./Mrs./Ms. (full name of parent /guardian) father/ mother/ guardian of (full name of student with admission/registration/ enrolment number), have been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted asragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 7) I hereby declare that I have read the admission cancellation and refund policy of MGM University and accept the same.

Declared thisday of month of year.

Signature of Deponent Name:

Address:

Telephone / Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) on this the..... (day), of (month),..... (year).

Signature of deponent Solemnly affirmed and signed in my presence on this the (day), of (month), (year) after reading the contents of this affidavit.



OATH COMMISSIONER / ADVOCATE AND NOTARY PUBLIC



Proforma – A

(To be issued on the Printed Letter Head of the concerned office)

(For Def-1, Def-2, Def-3 Candidates)

(For Sons and Daughters of defense service personnel)

CERTIFICATE

This is to certify that Shri. / Smt.

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

is / has been a Member of Armed Forces of India. He / She has put in years of service in Indian Army / Indian Navy / Indian Air Force from to and is currently working / retired from services 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 of FourYear Degree course in Engineering / Technology for the academic year 2020-21.

Outward NO.

Date –

Place –

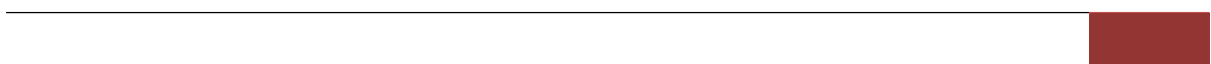
(Signature)

Name and Designation of the Authority
Not below the Rank of Commandant Or
Equivalent/District Sainik Welfare Officer

Seal of the
Office

Note :-

1. This certificate is not to be issued for the Civilian Staff working in the Indian Army / Navy / Air Force.
2. For Def-1, Def-2, Def-3 Candidates, above pro forma is to be accompanied by attested copy of Domicile certificate of parent who is in active service or ex-serviceman.



Proforma – B

(Format of Undertaking from the Student for not producing Degree Certificate or Mark list at the time of submission of Registration)

This is to certify that Mr./Ms. Is

.....

Studying in B.Arch/B.E./B.Tech/B.Sc./BCA/B.Com/B.A./BCS in
(Institute)

..... as a regular student.

My final year result is not yet declared. I will produce the mark list/ degree certificate on or before

----- If I will unable to produce the mark list/ degree certificate on or before ----- my admission can be treated as cancelled.

Signature of the candidate



Proforma – C

(To be issued on the **Printed letter Head** of the concerned officer)

(For Persons with Disability Candidates)
P-3 (Learning disability) Candidates

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

Recent
Photograph
of the
candidate
showing the
disability
.....

CERTIFICATE

Name :
Age :
Date of birth :
Date of Registration : L.D.NO. :
Fathers Name :
Std. : School Name :
Physical and Neurologic Assessment : (Date _____)
Psychological Assessment : (Date _____)
WISC (R) Verbal IQ :
Performance IQ :
Global IQ :
Interpretation :
Educational Assessment (Date : _____) WRAT : R
S
A

Certified that :

- 1. The percentage of Challenged is not less than 40 % and is equal to _____ %
- 2. The disability is permanent in nature
- 3. The candidate is capable of carrying out all activities related to theory and Practical works as applicable to degree course in Engineering / Technology without any special concessions and exemptions.
- 4. This certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to Degree course in Engineering / Technology for the year 2024-25.

Recommendations:-

(Name and Signature of Issuing Authority)

Outward No. :
Date : Seal of the office