

## **Brief Guidelines for Management Quota in ETE/ ECCE Pvt. Recognized Institutes.**

1. 10% seats of the sanctioned intake of each of the institute conducting ETE and /or ECCE Course shall be reserved as “Management Quota” to be filled from amongst the candidate as per the merit list. 10% of the sanctioned seats allocated, as “Management Quota” would be a part of 85% seats allocated for Delhi Domicile Candidates and 15% seats allocated for Domicile other than Delhi (All Delhi).
2. Every institute shall observe the provision for the reservations within the “Management Quota Seats” as per the reservation being observed by the SCERT mentioned in the prospectus session 2011-13.
3. Candidates to be admitted against the “Management Quota” should have applied like any other candidate for the course within stipulated time for submission of application.
4. Candidates should be fulfilling all the conditions of eligibility as contained in the prospectus (2011-13) and onwards with such modifications that may be done from time to time.
5. Management of the Institute shall advertise the admission notice for management quota seats in at least two leading Newspapers, one in Hindi and one in English in addition to displaying the same on the institution’s website and institution’s notice board, kept at conspicuous place. The admission notice shall be displayed at least fortnight before the last date of closing of admission for the concerned course in Private Recognized Institute and shall include therein information necessary for the students seeking admission to the management quota seats. The admission notice shall include therein the place from which the admission forms will be available, the date, time and the manner for submission of completed application and schedule for various admission process. Prospective candidate shall be given a period of at least 18 days to apply for seats under the management quota in the aforementioned manner.
6. Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institute concerned shall prepare and display the rank ordered merit list of such applicants on the institution website and notice board kept at conspicuous place of the institution within two days of the closing date of the receipt of the management quota applications. The criteria for the rank ordering of applicants shall be same as being followed by SCERT for drawing rank list for admission against non-management quota. The list of candidate to be called for admission under management quota shall be displayed on the institution’s website and notice board.
7. During the admission process list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforesaid mentioned manner and the balance of the management quota seats in each of the course shall be published at the end of each round of admission on the website of the institution as well as that of designated authority.
8. The last date to fill up the management quota seats would be nine calendar days from the date for regular admission in SCERT in the concerned course.

9. The affiliated institutions shall not be authorized to admit candidates against the “Management Quota Seats” after the cut off date fixed as mentioned above.
10. The management of the affiliated institutions shall be under an obligation to allow inspection of the all the documents relating to the admission of candidate and running of the institutes by the representative/authorized officers of the SCERT.
11. It shall be desirable for the privately managed institutions to provide scholarship or charge concessional fees from the economically weaker section and deserving meritorious students.
12. If it is found that any students has been admitted de hors merit, the penalty as deems fit including de-affiliation of the institution shall be imposed on that institution by SCERT.
13. The Chairman or the Secretary of the institute shall furnish an affidavit on Rs.100/- non-judicial stamp paper to SCERT mentioning therein that they have followed the procedure as laid down by the SCERT, Delhi for filling up of the ‘Management Quota Seats’ in a transparent manner and they have done so without any prejudice or undue favour. Such affidavit shall accompany the list of successful candidates under management quota and the affidavit shall be sent to SCERT.
14. The institutes shall be required to submit a report of admission process along with following documents attested/certified by Principal/ Manager of the institute to Examination/Admission Cell, SCERT within two working days of the finalization of admissions under management quota :
  - (i) Copies of Admission notice in two newspapers
  - (ii) Print out of website display of Advertisement
  - (iii) List of eligible candidates and rejected candidates, if any
  - (iv) Merit order of all applicants alongwith SCERT OMR application number
  - (v) Copy/Print out of website of the institute showing merit list of the candidates provisionally selected for admission.
15. In case of any dispute, the decision of SCERT shall be final.

It is submitted that guidelines for Management Quota in ETE/ECCE Pvt. Recognized Institutes was submitted as on page 17/N to 21/N and same was approved as at page 22/N by Hon'ble Minister of Education, GNCT of Delhi on 11.02.2009.

In the light of above approval and also rules for Management Quota in ETE/ECCE Pvt. Recognized Institutes published in the prospectus session 2009-2011 (page 115/C) following guidelines are submitted for approval and if agreed we may convey the same to ETE/ECCE Pvt. Recognized Institutes :

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**SCERT  
Admission Cell**

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16. These guidelines are inclusive and not exhaustive. Any provision of GGSIP University applicable for management quota that has not been incorporated over here in these guidelines shall necessary be a part of these guidelines. Any modification done by GGSIP University in respect of Management Quota shall ipso facto become applicable in respect of Management quota in ETE/ ECCE Pvt. Institute affiliated with SCERT.
17. 10% seats of the sanctioned intake of each of the institute conducting ETE and /or ECCE Course shall be reserved as "Management Quota" to be filled from amongst the candidate as per the merit list. 10% of the sanctioned seats allocated, as "Management Quota" would be a part of 85% seats allocated for Delhi Domicile Candidates and 15% seats allocated for Domicile other than Delhi (All Delhi).
18. Every institute shall observe the provision for the reservations within the "Management Quota Seats" as per the reservation being observed by the SCERT. The Category wise Seat allocation as per reservation norms notified in the prospectus under management quota seats shall be communicated to the Pvt. Institute by SCERT and every institute shall observe the said reservation while fillings " Management Quota Seats".
19. While calculating the management quota seats, fraction less than 0.7 shall be ignored and above that converted into full seats.
20. Candidates to be admitted against the "Management Quota" should have applied like any other candidate for the course within stipulated time for submission of application.
21. Candidates should be fulfilling all the conditions of eligibility as contained in the prospectus (2011-13) and onwards with such modifications that may be done from time to time.

22. Management of the Institute shall advertise the admission notice for management quota seats in at least two leading Newspapers, one in Hindi and one in English in addition to displaying the same on the institution's website and institution's notice board, kept at conspicuous place. The admission notice shall be displayed at least fortnight before the last date of closing of admission for the concerned course and shall include therein information necessary for the students seeking admission to the management quota seats. The admission notice shall include therein the place from which the admission forms will be available, the date, time and the manner for submission of completed application and schedule for various admission process and Counselling. Prospective candidate shall be given a period of at least 18 days to apply for seats under the management quota in the aforementioned manner.
23. Based on the aggregate marks obtained by qualified applicants at the qualifying examination, the institute concerned shall prepare and display the rank ordered merit list of such applicants on the institution website and notice board kept at conspicuous place of the institution within two days of the closing date of the receipt of the management quota applications. The criteria for the rank ordering of applicants shall be same as bring followed by SCERT for drawing rank list for admission against non-management quota. The list of candidate to be called for Counselling for admission under management quota shall be displayed on the institution's website and notice board.
24. Following the conduct of admission Counselling, the list of applicants admitted to the management quota seats made on the basis of the merit list drawn up in the aforesaid mentioned manner and the balance of the management quota seats in each of the course shall be published at the end of each round of Counselling on the website of the institution as well as that of designated authority.
25. The last date to fill up the management quota seats would be nine calendar days from the date for regular admission in SCERT in the concerned course.
26. The affiliated institutions shall not be authorized to admit candidates against the "Management Quota Seats" after the cut off date fixed as mentioned above.
27. The management of the affiliated institutions shall be under an obligation to allow inspection of the all the documents relating to the admission of candidate and running of the institutes by the representative/authorized officers of the SCERT.
28. It shall be desirable for the privately managed institutions to provide scholarship or charge concessional fees from the economically weaker section and deserving meritorious students.
29. If it is found that any students has been admitted de hors merit, the penalty as deems fit including de-affiliation of the institution shall be imposed on that institution by SCERT.
30. The Chairman or the Secretary of the institute shall furnish an affidavit to SCERT mentioning therein that they have followed the procedure as laid down above for filling up of the 'Management Quota Seats' in a transparent manner and they done so without any prejudice or undue favour. Such affidavit shall accompany the list of successful candidates under management quota and the affidavit shall be sent to SCERT.
31. In case of any dispute, the decision of SCERT shall be final.

In this regard, it needs pertinent to mention that in case, the management quota is allowed in the ECCE Course 2011-13, the time limits are stipulated in para 7 and 10 hereinafter in these guidelines shall required to be relaxed for this session.

In view of the above, if agreed:

- I. The above brief guidelines may be approved.
- II. May be circulated for information of the all the affiliated ETE/ ECCE Pvt. Institutions affiliated with SCERT.