

Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	1 of 8

1. OBJECTIVES

- i. To set certain guiding principles for smooth conduct of admission process.
- ii. To implement effectual measures for strengthening institute's capabilities.

2. PURPOSE

The S.O.P prepared by VIVA Institute of Pharmacy, Virar can be used as set of guiding principles & directions for standardization of its functioning.

3. RESPONSIBILITY

Administrative Department – Admission Incharge

4. PROCESS

The admission policies for taking admission to B. Pharmacy & M. Pharmacy courses offered by VIVA Institute of Pharmacy, Virar are as follows:

A) Sanctioned Intake Capacity for B. PHARMACY :

100 seats for First Year B. Pharmacy

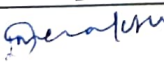

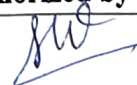
10% of total sanctioned intake for Direct Second Year B. Pharmacy

B) Sanctioned Intake Capacity for M. PHARMACY :

15 seats for First Year M. Pharmacy

C) ADMISSION PROCEDURE FOR FIRST YEAR B. PHARMACY:-

1. The centralized admissions are done by Government of Maharashtra, State Common Entrance Test Cell, Mumbai, having website www.cetcell.mahacet.org. The MHT-CET test is conducted by

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

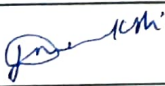
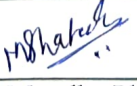
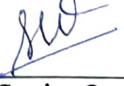
Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	2 of 8

the Government of Maharashtra, Admission Regulatory Commission and State Common Entrance Test Cell.

2. Out of total admissions at B. Pharm (i.e. 100), about 80% admissions (80 seats) are done through Centralized Admission Procedure run by Government of Maharashtra, State Common Entrance Test Cell, Mumbai on the basis of MHT-CET score.
3. Remaining 20% admissions (20 seats) are done by the Management at the Institute level on the basis of MHT-CET score obtained. If any CAP seat remains or becomes vacant after the CAP Rounds, then the same is filled in by the Candidate from the open Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seat is filled on the basis of Inter-Se-Merit of the applicants.

D) ADMISSION PROCEDURE FOR DIRECT SECOND YEAR B. PHARMACY:-

1. Admissions are done through Centralized Admission Procedure run by Government of Maharashtra, State Common Entrance Test Cell, Mumbai on the basis of Diploma Score.
2. The centralized admissions are done by Government of Maharashtra, State Common Entrance Test Cell, Mumbai having website cetcell.mahacet.org.
3. If seats remain vacant after Centralised Admission Procedure, admissions are done at Institute level against CAP after taking due permission from DTE/ CET cell.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY
At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	3 of 8

E) ELIGIBILITY CRITERIA:


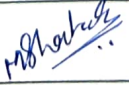
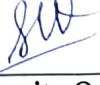
I. First Year Bachelor of Pharmacy:-

a) Maharashtra State Candidature Candidates:

- i. The candidate should be an Indian National.
- ii. The candidate should be passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 45% marks (at least 40% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together. This criterion is subject to changes according to yearly amendments if any.
- iii. The candidate should have appeared in all the subjects and should obtain non zero score in CET conducted by Competent Authority.

b) All India Candidature Candidates:

- i. The candidate should be an Indian National.
- ii. The candidate should be passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 45% marks (at least 40% marks in case of candidates of Backward class categories, Economically

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

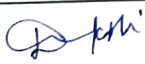
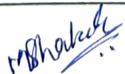
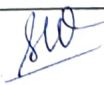
Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	4 of 8

Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together. This criterion is subject to changes according to yearly amendments if any.

- iii. The candidate should have appeared in all the subjects in CET and should obtain non zero score in CET conducted by Competent Authority.

II. Direct Second Year (Lateral Entry) Admission- for Maharashtra State Candidature Candidates and All India Candidature Candidates:-

- i. The candidate should be an Indian National.
- ii. The candidate should be passed Diploma Course in Pharmacy with at least 45% marks (at least 40% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with disability belonging to Maharashtra State only) from an All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved Institution or its equivalent. This criterion is subject to changes according to yearly amendments if any.
- iii. Any other criterion declared from time to time by the appropriate authority as defined under the Act.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle




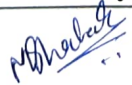

Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	5 of 8

F) ADMISSION PROCEDURE FOR M. PHARMACY:-

1. Admissions are done through Centralized Admission Procedure on the basis of Graduates Pharmacy Aptitude Test (GPAT) score conducted by All India Council for Technical Education, New Delhi.
2. The centralized admissions are done by Government of Maharashtra, Department of Higher and Technical Education, Mumbai as per Regulation of Admission and Fees Act 2015 having website www.cetcell.mahacet.org.
3. Out of total admissions, about 80% admissions are done through Centralized Admission Procedure run by Government of Maharashtra, Department of Higher and Technical Education, Mumbai on the basis of GPAT score. The Centralized Admission Procedure consists of three rounds of admission.
4. Allotment in CAP Round-I, II and III of Home University Seats /Other than Home University seats/ State Level seats will be carried out as per *inter se* merit of candidates having Maharashtra State Candidature.
5. Seats will be allotted to candidates as per *inter se* merit, options filled and seats available at that point of time in the stage of CAP Round-I, II and III.
6. All reserved category candidates (including SBC in their original category) shall be considered for allotment in all stages.
7. Remaining 20% admissions are done by the Management at the Institute level on the basis of GPAT score.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY


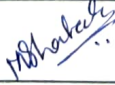

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	6 of 8

G) ELIGIBILITY CRITERIA:

For Maharashtra Candidature Candidates and All India Candidature Candidates:

- i. The candidate should be an Indian National.
- ii. The candidate should be passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks (at least 50% marks in case of Backward Class category, Economically Weaker Section and Persons with Disability Candidates belonging to Maharashtra State); The Candidates should have registration with State Pharmacy Council. The candidates not having registration should produce the registration certificate within one month after securing admission. This criterion is subject to changes according to yearly amendments if any.
- iii. Obtained non zero positive score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency;
- iv. 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.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	7 of 8


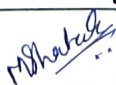

H) FEES STRUCTURE FOR B.PHARMACY & M.PHARMACY COURSES:

1. The fees is prescribed by Fees Regulating Authority, Mumbai (FRA) vide their notification on the website or as per Government of Maharashtra's directives and as approved by the concerned Authority.
2. Full fees must be paid along with the necessary deposits as mentioned, at the time of admission. No student will be permitted ordinarily, to appear for any of the University / Institute Examinations if he / she has not paid the Institute / Exam fees for the year.

Fees are subject to change as per directives of Govt. of Maharashtra and Fees Regulating Authority.

I) ADMISSION CANCELLATION PROCESS FOR B.PHARM OR M.PHARM COURSES AND REFUND OF FEES:

1. Candidate shall apply online for cancellation & submit duly signed copy of system generated application for cancellation to institute.
2. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled.
3. The Institute shall consider the online request made by Candidate for cancellation as final irrespective of whether he/she has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle



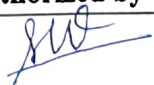


Vishnu Waman Thakur Charitable Trust's
VIVA INSTITUTE OF PHARMACY

At: Shirgaon, Veer Sawarkar Road, Virar (E),
Taluka: Vasai, Dist. Palghar-401305, Maharashtra.

Name of document	SOP For Admission For B. Pharmacy and M. Pharmacy course in the Institute.		
Effective Date	21/12/2023	Page no.	8 of 8

4. If the online cancellation is effected by the candidate before the cut-off date then candidate shall be refund the entire fees after deduction of Rs.1000/- towards processing charges and return all his/her original documents submitted to the Institute within two days from submission of duly signed copy of system generated application to the Institute.
5. If the online cancellation is effected by the candidate after the cut-off date then candidate shall not be refunded the entire fees but original documents submitted to the Institute shall be returned to the candidate within two days from submission of duly signed copy of system generated application to the Institute.

Prepared by	Checked by	Authorized by
		
Mrs. Meenakshi. Mandavkar	Mrs. Mugdha Phatak	Dr. Sunita Oagle

