



**GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI**

8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001

Tele. No. - 022-22016157/53/59 E-Mail maharashtra.cetcell@gmail.com Website -www.mahacet.org

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**Notice No. 3
CAP Round-III**

**Instructions to Candidates and Institutes for
Institutional Round**

- Reference No
- 1) Government of Maharashtra Gazette, Extraordinary Part-IV-B, extraordinary No. 113, and Dated 5th May 2017.
 - 2) Government Extraordinary Gazette No 182 14th June 2019 Page No. 8 In communication with Government Extraordinary Gazette Part IV-B, 13th August 2020.
 - 3) Notice CAP Round I Notice No 1. Letter No. 1686 dated 15th October 2022.

1. The Third and Final Institutional round of Admissions for all Higher Education Professional courses will be conducted at the level of Admitting College as per the Schedule declared on the Course Website. The Institutes & the Candidates Should follow the deadlines of Stages of Round III Schedule Scrupulously.
2. All ACAP seats available for admission in Round III Institutional round will be filled in through the system generated Merit list.
3. The unaided college/Institutes/ Departments who have not surrendered the Institutional level quota to CET CELL will be able to fill the Management Quota seats through system generated on line merit list for Management Quota.
4. There will be separate Links for Merit List of ACAP seats and Managements Seats in College Login. (for 6 Education Courses there will be No Management Quota.)

“ACAP SEAT”

and

“Management Quota Seats”

5. The Candidates will view the vacancy position in each college on the portal.
6. The Candidates will give choices to the colleges of their choice.

7. The Candidate will give separate options for ACAP Seats and Management Seats.
8. The colleges/Institutes will admit the Candidates as per the System generated Merit taking in to account availability of seats. Before admitting the candidate there will be thorough verification of eligibility & documents of the Candidate.
9. Eligibility for Institutional Level Round :-
 - A. All CAP Registered Non Admitted Candidates are eligible to participate in Institute Level Round Admission Process.
 - B. Admitted Candidates are eligible to participate in Institute Level Round Admission Process provided they cancel the admission of Round I or Round II through admitted college log in.
 - C. The Cancelled seat will be forfeited and will not be made available to the candidate if he fails to get the admission in the Institute level round in the desired college.
 - D. Candidates who have failed to Register in Round I and Round II will be able to register in the Institutional Level Round, but their documents will not be scrutinized by the E-scrutiny Team. It will be responsibility of the candidate to read all instructions and Notices, fill all the details carefully, and match it with the uploaded documents. The Admitting College will verify the documents of such candidates very carefully.
 - E. All Candidates who have registered for Institutional level round on the CAP portal for the first time will be placed below the first and Second Round Merit List Candidates irrespective of their CET and Academic Score.
10. Editing the CAP Application form and Giving College Choices :-
 - A. Already registered Candidates [excepting already Admitted candidates] will be able to edit their application form and can change any information, upload documents as per their profile and education. But their Application will not be e-scrutinized by the Scrutiny Team. The Candidates should carefully edit the form matching the details with the documents uploaded. The Candidate will have to confirm their application form. After Confirming the CAP Application form they can give college choices.
 - B. Already Locked/Confirmed CAP Application can also be edited by the candidates by unlocking it from own log in. Unlock Application form link is available in Candidate's Login.
 - C. It is mandatory for the candidate to give Maximum College Choices to participate in Institute Level Round Admission Process. College Choice Selection link is available in Candidate Login. Candidate is prohibited to give single option while giving choices.

Candidate Login > Apply for Institutional Round > Select Colleges. On that interface, select University, College Status, Medium, College Type. By Clicking on Search College Button, college list will appear. Select the colleges of your choice and then click on **Add Selected Options Button**. Candidate Can Take Print of selected choices.

Candidate can change their choices any time during the scheduled period per the updated schedule of the Course.

11. Undertakings to be accepted by the Candidates :-

All Candidate participating in Institutional Round Admission Process will have to accept the following undertaking based on their application Status.

- (i) If Application Form is Already Locked/Confirmed and Candidate does not want to edit:

"I have verified my application form carefully. The information filled in my application form is correct and it is matching with the documents uploaded. Hence, I am not editing the application form but only updating my choices of Institutes/Colleges."

- (ii) If Application Form Is Already Locked/Confirmed and Candidate want to edit:

"I want to unlock my application form. I am Making changes in the application form/documents for correcting the status of my application form I am aware that there will be no e-verification after I have edited my application form. I am responsible for matching the information in the application form with the documents uploaded as per the provisions in the information brochure and various notices if the admitting college rejects me due to discrepancy in the application form/document I shall be solely responsible for the same."

- (iii) If Application Form Is Already Un-Locked/Not Confirmed:

"I have made changes in the application form/documents for correcting the status of my application form I am aware that there will be no e- verification after I have edited my application form. I am responsible for matching the information in the application form with the documents uploaded as per the provisions in the information brochure and various notices If the admitting college rejects me due to discrepancy in the application form/document I shall be solely responsible for the same."

- (iv) For newly Registered Candidates:-

a) I have verified the details filled of on line application form and uploaded the correct documents at correct place and have matched the details with the filled in Application form. Any discrepancy in the filled in data and the document is my sole responsibility.

b) I have given choices to the colleges/ institutes verifying the credentials

of the College and seats available for the Institutional level round and the options given by me are binding on me.”

12. Institute Level Round Admission Guidelines

Colleges should admit the Candidates as per the system generated Institute Level Common Merit list as per the Candidates' Eligibility & category Candidature Type -wise Vacancies.

The newly registered candidates will be placed below the already registered candidates as per the norms given in the information brochure. No candidates are to be admitted without due scrutiny of document uploaded and verification of Original Documents. Any wrong admission will be liability of the admitting college.

a) Priority Order Candidate's Admission: (As per Ref No. 1 and 2.)

If vacancy is available in the college, then admit the candidates of same Quota (MS/OMS), as per Institute Level Merit List.

If there is vacancy in category allocate the seat to the same category & candidate as per the system generated merit list.

If the Candidate of the same category is not available in the Merit list, then the college has to admit the candidate from Inter SE Merit List of all Category Candidates. If all category candidates are exhausted, then all remaining seats are to be filled in though Inter SE Merit of all Candidates including Open Category Candidates. (Reference No-2 Page 10, Section 5 (b).

If there is vacancy and if same quota Candidate is not available, then convert the Quota (MS to OMS or OMS to MS. Inter Se Merit considering all the candidates as open Candidates shall fill in these seats.) and admit the Candidate.

b) How to fill the NRI/OCI PIO vacant seats in Unaided and Unaided Minority Colleges :-

If the seats reserved for NRI or Foreign Student or OCI or PIO quota remains vacant, then those seats should be filled in by the Institution, from the Eligible Candidates: Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Sc- Merit. (Reference No 1. Page 50)

c) How Fill in NRI seats in Government/ Aided/Aided Minority Institutions:

If the seats remain vacant from NRI, OCI, PIO, Foreign Student Candidates Quota, then these seats should be filled from the All India Candidature Candidates on the basis of Inter-Sc-Merit by Competent Authority. (Reference GR dated 12 May 2017 page No 4.)

d) How to fill Vacant All India Quota (OMS) seats in government /Aided/ Unaided Institutions.

If the seats remain vacant from All India (OMS) Candidates Quota, Then these seats should be filled from the Maharashtra State (MS) Candidature from Open Category Candidates only strictly based on Inter-Se-Merit.

e) **Minority Quota Seats: The stages of allotment are as follows, —**
(Reference No 1 page No 53)

Stage- I: The seats under minority quota in the minority institution (linguistic or religious) shall be allotted to the candidate belonging to respective Minority candidates.

Stage- II: If the Seats remains vacant shall be allotted to the Maharashtra State candidature candidates.

Stage- III: If the seats remains vacant shall be allotted to the all India candidature Candidates.

It is obligatory on the part of the admitting College to intimate the process of admission to the candidates in the Merit List, via E-mail & SMS and publishing notices on the College web site and Notice Board

Making free and fair transparent Admission in Institutional level round is the responsibility of the admitting colleges. Colleges should communicate the process of the admission to all the candidates who have given choice/s for Institutional level round and whose names are appearing in the Merit list.

Candidates giving multiple choices for Institute level round should keep in touch with the College and take judicious decision as per their own merit and place in the individual college merit list.

There is no Management Quota in any of the Colleges of Education for all six courses in Education. All seats are ACAP seats.

13. No candidate without Caste Validity/Tribe Validity/EWS/NCL certificate (NCL, valid up to 31 March 2023) is to be admitted in institute level round. Any court case arising out of wrong admission confirmed by the college will be sole responsibility of the Admitting College.
14. Economically Weaker Section (EWS) seats will be filled in by the EWS candidates only. If there are no EWS candidates available in the system generated merit list, the remaining seats will remain vacant and will not be transferred to any other category in any case.
15. Colleges of Education admitting the candidate against the wrong Method subject offered at the level of graduation as optional and special subject will be penalized.
16. a) All complaints supported by proper documents duly signed by the Candidate regarding unduly rejecting the candidates and tampering with the merit list published will be taken on record by DHE/CET CELL will be submitted to Department and Apex body for taking note and further action.

- b) Any complaint regarding overcharging of the Fees related to Education Courses should be forwarded to Shikshan Shulka Samiti, 3 Mahapalika Marg, Dhobi Talau, Mumbai – 400 001. All complaints related to LL.B 5 & LL.B 3 Courses should be addressed to Secretary, Fee Regulating Authority, 305 Government Polytechnic, Bandra East, Mumbai 51 with typed or handwritten application along with proper proofs.
17. The Admitting Colleges should take day wise attendance by seeking signature of the candidates present for Institutional level round. It must be countersigned by the Team members of Admission Committee duly constituted by the Principal/Head of the Department.
18. All Colleges/Institutes will follow Social Distancing norms while doing Institutional level admission. No candidate is to be confirmed without the presence of candidate himself or his Authorized representative with all original Documents and Authority letter.
19. For all cancellation of Admissions, before the cutoff date of Admission declared in the updated schedule, Colleges/Institutes should deduct Rs. 1,000/- as Processing Fee. All the documents of the Candidate must be returned and remaining amount of fees must be refunded to the candidate and receipt of payment received be obtained without any delay.
20. A) No candidate is to be admitted without CVC/NCL and EWS original certificate.
- B) EWS seats are to be filled in with EWS candidates only. They should not be transferred to other categories.
- C) CET application form is only for verifying the fact that the same candidate has appeared and qualified for the CET Examination. There may be some error or mistakes in CET application form. The college must focus on verifying the facts filled in CAP form only and matching them with the original and uploaded documents.

Very Important Instructions to the Colleges and Candidates:

After the end of admission process all admitting colleges will upload the Provisional allotment letter of all admitted candidate duly signed by the Candidate and the Admission committee of the college along with college Fee receipt and College ID card of the Candidate within eight days from the cut-off date of admission under any condition.

Sd/-
(Mahendra B Warbhuwan, IAS)
Commissioner and Competent Authority
State Common Entrance Test Cell,
Maharashtra State, Mumbai