



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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CET CELL/CAP 2021-2022/Round III Notice/148

Date: 19th January 2021

Notice No.3 CAP Round-III

For 08 Higher Education Professional Courses

References:	1)Government of Maharashtra Gazette, Extraordinary Part-IV-B, extraordinary Number 113, and Dated 5 th May 2017.
	2)Government of Maharashtra Gazette, Extraordinary Part-IV-B, extraordinary Number 182, Dated 14 th June 2019.
	3) Government of Maharashtra Gazette, Part-IV-B, Dated 13 th August 2020.
	4) Notice CAP Round I Notice No 1. 2169 dated 15 th December 2021.
	5) CET CELL/CAP 2021-2022/Round II Notice/2263 Date: 27 th December 2021.

Instructions to Candidates and Institutes for Institutional Round

1. The Third and Final Institutional round of Admissions for all Higher Education Professional courses will be conducted at the level of Admitting College.
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. The system will have two separate buttons for Generation of Merit list “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. **CET CELL will monitor only ACAP seats allocation through the on line system.**

9. **Eligibility for Institutional Level round :-**

- A. All 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 and 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 Options:-**

- F. 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.
- G. 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.
- H. **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.

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 in my 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.”

After Completion of choice giving period mentioned in columns no. 3, system will generate College wise merit list. It will be available on Course Public Home Page as well as in College Login also. A Candidate will appear in merit list of all colleges, for which he has given the choice.

12.The Candidates and Institutes will follow the following course wise schedule.-

Sr. No.	Name of Course	1)Editing the Application form/ 2)Filling the College choices/ 3)Cancelation of Admission/ 4)New registration	Generation of on line Merit list through College log in.	1)Candidates reports to college for admission Institute level admission Process 2) Admission confirmation through college/ institute log in	Cut -off date of Admission
*	2	3	4	5	6
1	B.A. B.Ed. /B.Sc. B.Ed. Integrated Course	17 to 19 Jan -22	20-Jan-22	21 to 25 Jan-22	28 Jan-22
2	B.Ed. M.Ed. Integrated	17 to 19 Jan -22	20-Jan-22	21 to 25 Jan-22	28 Jan-22
3	M.Ed.	17 to 19 Jan -22	20-Jan-22	21 to 25 Jan-22	28 Jan-22
4	M.P.Ed.	19 to 24 Jan -22	25-Jan-22	21 to 25 Jan-22	28 Jan-22
5	LL.B-5 Yrs. Integrated course.	28 Jan to 01 Feb -22	03 Feb -22	04 to 09 Feb -22	11 Feb-22
6	B.P.Ed.	29 Jan to 03 Feb -22	07 Feb -22	08 to 11 Feb -22	14 Feb-22
7	LL.B-3 Yrs.	09 to 11 Feb-22	14 Feb-22	15 to 18 Feb-22	22 Feb-22
8	B.Ed. General & Special	16 to 21 Feb-22	22 Feb-22	23 to 26 Feb-22	28 Feb-22

13. 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 Candidate's College ID card within eight days from the cut-off date of admission under any condition.

14. Institute Level Round Admission Guidelines

Colleges should admit the Candidates in their Colleges, 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 is to be admitted without due scrutiny of filled in document uploaded and verification of Original Documents. Any wrong admission will be liability of the admitting college

a) Priority Order Candidate's Admission:

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 n 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 can convert the seat to the nearest category as per the category groups mentioned in the information brochure. If all category candidates are exhausted, then all remaining seats are to be filled in though **Inter SE Merit**.

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

b) How to fill the NRI/OCI PIO vacant seats in Unaided and Unaided Minority Colleges: - The seats reserved for this NRI or Foreign Student or OCI or PIO quota remains vacant, those vacant seats may 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-Se-Merit.

c) How Fill in NRI seats in Government/ Aided/Aided Minority Institutions:
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If the seats remain vacant from NRI, OCI, PIO Foreign Student Candidates Quota, it will be filled from the All India Candidature Candidates on the basis of Inter-Se-Merit by Competent Authority.

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, it will be filled from the Maharashtra State (MS) Candidature from Open Category Candidates only strictly on the basis of Inter-Se-Merit by Competent Authority.

e) Minority Quota Seats: The stages of allotment are as follows, —

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 Institutional level round Admission 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.

15. No candidate without Caste Validity/Tribe Validity/ EWS/NCL certificate (NCL, valid up to 31 March 2022) 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.

16. 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.

17. 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.

18. a) All complaints supports 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 should be forwarded to Shikshan Shulka Samiti of the course with types or handwritten application along with proper proofs.

19. 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.

20. 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.

21. 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.

Sd/-

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