

9. Centralised Admission Process (CAP). –

(1) Centralised Admission Process CAP stages

The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Government Aided institutes, University Departments and University managed Institutions shall also admit the candidates through CAP. The stages of CAP shall be as stated below, -

- (a) Display or Publishing of Information Brochure by the Competent Authority.
The Information Brochure shall be published on the website of the Competent Authority
- (b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process.
 - (i) **For First Year Engineering and Technology, Planning, Pharmacy, Pharm D., Hotel management & Catering Technology:** All the aspiring candidates shall fill in the Online Application Form for admission through their login. For admissions to first year Engineering and Technology, the eligible candidates aspiring for admission on the basis of JEE (Main) Paper-I (who did not appear for MHT-CET 2019) should apply, by paying required fees, to be eligible for admission under All India Quota seats and Institutional Quota seats.
 - (ii) For First and Direct Second Year Engineering and Technology, and Pharmacy and First Year Architecture: The eligible candidates are required to fill the application form Online
 - (iii) following are the details of the fees to be paid by the candidate through online mode only.

Admission	General Category Candidates , Outside Maharashtra State Candidate and Children of Indian workers in Gulf Countries	Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra	Children of NRI / OCI / PIO, Foreign National
First Year Engineering and Technology, Planning, HMCT (Only JEE Candidates)	Rs. 800/-	Rs. 600/-	Rs. 5,000/-
First Year Architecture	Rs. 800/-	Rs. 600/-	Rs. 5,000/-
Direct Second Year Engineering	Rs. 800/-	Rs. 600/-	Rs. 5,000/-

and Technology			
Direct Second Year Pharmacy	Rs. 800/-	Rs. 600/-	Rs. 5,000/-

- (iv) The Application processing fee shall be as notified by the competent authority from time to time and the amount is Non Refundable.
- (v) The candidate should read the information brochure carefully.
- (vi) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
- (vii) The list of the Facilitation Centers shall be published on the website. The Facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents.
- (viii) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet.
- (ix) Candidates are required to fill in all the details as per the instructions and Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
- (x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
- (xi) After filling the information and submission of Application Form, the Candidates shall verify the data filled and correct it, if required. The candidate shall take printout of the submitted application form and sign it.

The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. The candidate shall carry a set of Xerox copies of the required documents.

- (c) Document Verification at Facilitation Centre by the Candidate. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.

(iv) After confirmation of application form information cannot be changed by candidate.

- (d) Display or Publishing of Provisional merit list, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;
 - i. Provisional Merit List of eligible candidates will be displayed on the website.
 - ii. For discrepancy if any, in the provisional merit list, within specified grievance period, Candidates can submit the grievances in writing along with necessary documents to substantiate, at Facilitation Centre where candidate has confirmed application form.
 - iii. No document shall be accepted to substantiate the claim made in

application after scheduled dates.

iv. Final merit lists will be displayed on the website.

NOTE: - The merit list gives relative position of the candidate and it does not guarantee admission to any course/ institute.

- (e) Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
- (f) Filling up and confirmation of online option form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the respective CAP Rounds;
Candidates may fill in **maximum 300 choices** of Institutes and Courses in decreasing order of their preference;
- (i) In order to participate in the CAP (subject to fulfillment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round.
 - (ii) Candidates will be able to fill in the online option form through their login.
 - (iii) It is mandatory for all candidates to confirm the online option form.
 - (iv) After confirmation of Option form, the candidate will not be able to change the Options.
 - (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
 - (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be considered as first preference (Highest Priority Choice).
 - (vii) Option form received through online submission only will be considered for further processing.
 - (viii) Candidate shall confirm the submitted on-line Option Form by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
 - (ix) The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.
- (g) Display of Provisional Allotment of respective CAP Round indicating

- allotted institute and Course.
- (h) Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority;
 - (i) Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
 - (j) The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.
- (2) Conduct of CAP Round-I.- The seats available for Round- I shall be published on the Website. The Candidate whose names appear in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.
- (3) During the CAP: (a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidate shall not be eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;
- (b) Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. For such candidate, the allotment so made shall be the final allotment. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;
- (c) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds for betterment;
- (d) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;
- (4) Conduct of CAP Round-II and III.- (a) The seats available for Rounds II and III shall be published on the website. The Candidates eligible for respective rounds II and III are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to be allotted during these rounds shall be available to the eligible candidates falling under the following categories.

- (i) Candidates as per the sub-rule 3(c) and 3(d) above;
- (ii) Candidates who have not been allotted any seat in any of the previous rounds;
- (iii) Candidates who did not participate (failure of filling option form) in previous rounds.

(b) Candidates who have been allotted seat other than first preference and reported to ARC for confirmation of seat acceptance, whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;

(c) There shall be no further betterment option available to the candidate after round III. The allotment made and/or allotment retained in round III for participating candidates in round III shall be final;

(d) At the time of reporting to ARC for confirming the allotted seat, the candidate shall submit all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds. Candidate shall produce the set of copies certified by FC for verification to ARC. The ARC shall verify set of copies certified by FC from Original and put ARC stamp with date & Signature and return original and verified documents along with Receipt-cum-Acknowledgement of application form. (Candidate shall submit FC and ARC stamped & verified set of documents to the Institute at the time of reporting)

(e) The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC *viz.*

- (i) change of gender from male to female and vice-versa;
- (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;
- (iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
- (iv) removal of minority status due to failure of submission of supporting documents;
- (v) removal of Disability status due to failure of submission of supporting documents;
- (vi) removal of Defence status due to failure of submission of supporting documents
- (vii) change in Type of Candidature;
- (viii) change in Home University;
- (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;

(x) change in group/sub-group pertaining to direct second year engineering admissions;

(xi) change in Qualification.

Apart from the above no other change or rectification shall be allowed.

(f) In case of additional round (if any), the category of candidates mentioned in clause (a) above shall be entitled to participate and will be entitled to fill in fresh option Form. In such case, the candidate need not fill in the previously allotted preference in their preference list. Once the upward allotment is made, the earlier allotment shall stand automatically cancelled. In the event no such upward preference is allotted in this round, the candidate's previous allotment stands retained.

(5) The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.

(6) Fees and Concessions:

(a) Fees Prescribed for Government and Government Aided Institutes and University Managed Engineering /Technology Degree Programmes:

I) For Engineering Course: As per the Government Resolution No. TEM-2003/(249/03)/TE-1, dated 11th September 2003, has decided the tuition fee, development fee and other fees per year for Government, Government Aided, University Managed Colleges and University Departments.

II) For Other Programs such as Pharmacy, Architecture, HMCT the fee structure is applicable as per Government Resolution No. TEM-2003/(249/03)/TE-1, dated 12th May 2004.

(b) Fees prescribed in Unaided Private Professional Educational Institutions:

The Adhoc/Interim fee structure shall be as approved by the Fee Regulating Authority established under the Act. The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

(c) Details of Concession in fees for Backward Class Category Candidates (belonging to Maharashtra State only)

For SC/ST/VJ DT NT(A) /NT(B) /NT(C) /NT(D) /SBC /OBC /SEBC /EWS category candidates, the scheme/mode of concessions, scheme of loan scholarship (if any) for eligible candidates, in tuition and other fees will be announced by the Central/ State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to time, subject to fulfillment of norms and conditions laid down by these Departments.

Candidates claiming fee concession under various categories shall produce the requisite certificates as may be specified by the respective Government Departments.

- (d) Fees for Jammu & Kashmir Migrant Candidates and North East and Union Territory Candidates admitted by appropriate authority:

These candidates shall pay the fees as applicable to the Non Autonomous Government institutes (as given in 9(5)(a)). Candidates shall also pay additional fees as prescribed by the concerned University from time to time.

- (e) Caution Money Deposits:

Caution money deposit received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. 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 course, whichever is earlier the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided/Autonomous colleges and credited to Government in case of Government and Government-Aided Non Autonomous Colleges.

10. CAP allotment stages and process of allotment. -Allotment of seats under CAP shall be made in the following manner, -

- (1) Maharashtra State Candidature Candidate.** -(1) The stages of computerised allotment are as follows, -

Stage -I: For all the Candidates. -

- (a) All the Candidates (Open, Reserved, Male, Female, Tuition Fee Waiver) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*.
- (a-1) Economically Weaker Section (EWS) and Orphan Candidates shall be considered for allotment of seats reserved for them as per their *Inter-Se-Merit*, and if seat is not available in their reserved category, then they shall be considered for allotment in Open Category as per the *Inter-Se-Merit*.";
- (b) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.
- (c) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
- (d) Persons with Disability Category Candidates shall be considered for allotment of the seat reserved for them in their respective category, as per