



# **CENTRALIZED ADMISSION PROCESS**

Information book

**Synthesys Solution Private Limited**

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## 1.0 Introduction

### Online Admission Process for B.E/B. Tech – Overview

The Centralized Admission Process (CAP) for B.E/B. Tech is a streamlined, digital system that ensures a fair, transparent, and efficient way for students to secure seats in engineering colleges. Candidates begin by registering online, filling in personal and academic details, and uploading required documents. Based on their entrance exam scores (JEE Main, MHT-CET, etc.) and eligibility, they can select preferred colleges and branches during the choice-filling phase. The system then conducts automated seat allotment in multiple rounds, considering merit, category reservations, and seat availability. Once allotted, candidates must freeze their seat, pay fees, and verify documents to confirm admission. The entire process—from application to final admission—is online, reducing paperwork, minimizing errors, and ensuring equal opportunity for all aspirants. With real-time updates, centralized counseling, and a merit-driven approach, CAP simplifies engineering admissions while maintaining transparency and fairness at every step.

## 1.1 Abbreviations

- FE- First Year Engineering
- CAP- Centralized Admission Process
- B.E/B.TECH- Bachelor of Engineering/Bachelor of Technology
- OTP- One Time Password
- ARC- Admission Reporting Centre
- CET- Common Entrance Test
- D. Voc.- Diploma of Vocation
- FC- Facilitation Centre
- HU- Home University
- IL- Institute Level
- JK- Jammu and Kashmir
- JEE Main- Joint Entrance Examination conducted by the National Testing Agency, New Delhi
- NEET- National Eligibility cum Entrance Test conducted National Testing Agency, New Delhi
- OHU- Outside Home University area
- SSC- Secondary School Certificate (Standard X)
- Supernumerary Seats - over and above the sanctioned intake
- TFWS- Tuition Fee Waiver Scheme
- EWS- Economically Weaker Section
- OMS- Other than Maharashtra State

## 2..0 Steps involved in the CAP process

Step 1- Registration and submission of Application form

Step 2- Verification of application form

Step 3- Provisional Merit List

Step 4 – Grievance Period

Step 5 – Final Merit List

Step 6 – CAP Round I

1. Seat Matrix
2. Option form
3. Allotment of Seat
4. Seat Acceptance and Institute Reporting

Step 7 - Next CAP Round 2

1. Seat Matrix
2. Option form
3. Allotment of Seat
4. Seat Acceptance and Institute Reporting

Step 8 - Next CAP Round 3

1. Seat Matrix
2. Option form
3. Allotment of Seat
4. Seat Acceptance and Institute Reporting

Step 9:-Publishing of Vacancy for ACAP

Step 10: Institute Level Admission

1. ACAP Admission
2. Non-CAP Admission

## Module Name :- Registration Module

Page Name: - RegistrationModule/frmCheckCETDetails

### 3.0.0 Step 01: Registration of Application Form and Submission

Eligibility of entrance Exam to take part in the admission process

Candidate those who want to take admission in the engineering collage within Maharashtra they need to at least pass the one of the eligibility examinations in order to fill Application form for CAP.

#### 3.0.1 Entrance Exam Details

1. MAH PCM CET
2. MAH PCB CET
3. JEE
4. NEET
5. NEUT / JKSSS / PMSSS Candidate
6. Foreign National / NRI / PIO / OCI / CIWGC
7. Qualifying Exam

#### *Eligibility Notes:*

1. *Candidates who have obtained non zero score in the MAH PCM/PCB CET exam are eligible to fill Application form.*
2. *Candidates who have appeared for MAH PCB CET are eligible only for the Bio-Technology courses.*
3. *For candidates who have taken both JEE and MAH PCM/PCB CET: They must select JEE as their primary exam first They may then add their MAH PCM/PCB CET scores during the application process*
4. *For candidates who have appeared for both MAH PCM and PCB CET: They should first select MAH PCM CET and complete the relevant information*

They may subsequently add their MAH PCB CET details in the application form for candidate those who have completed his qualification abroad for them eligibility of entrance exam is exempted. They need to register first on Foreign Candidate Registration Portal to get FCR number to fill application form for CAP.

Entrance exam results are fetched directly

#### MAH PCM CET

Following details are required to be filled.

- PCM MHT-CET Application Number
- PCM MHT-CET Roll Number
- PCM MHT-CET DOB

## PCB MHT-CET 2025

- PCB MHT-CET Application Number
- PCB MHT-CET Roll Number
- PCB MHT-CET DOB

## JEE (Main) NTA

- Details of JEE(Main) selected candidate able fill information while filling up application form.

## Foreign National / NRI / PIO / OCI / CIWGC

- Enter Foreign Registration Application Number
- Enter Date of Birth

## NEUT / JKSSS / PMSSS

- Candidate not required to fill complete form only Registration details are required to be filled.

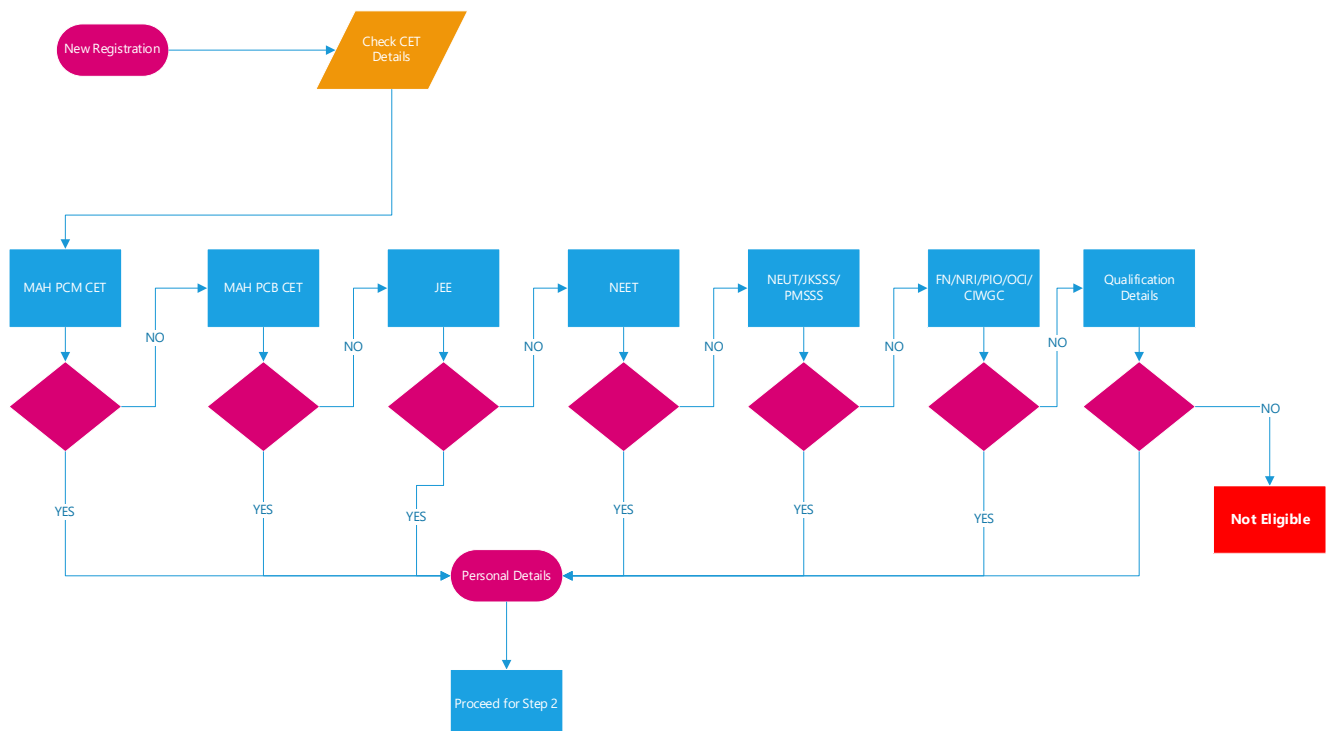
## Qualifying Exam

- Diploma in Engineering & Technology
- D.Voc.

To fetch the Result candidate needs to fill all mandatory field.

*At least one option needs to be selected to proceed further.*

### 3.0.2 Check CET Details Flow Chart



Module Name: - Registration Module

Page Name: - RegistrationModule/**frmRegistrationDetails**

### 3.0.4 Personal Details

Following details are being captured while filling up form

Sr. No	Display Text	Functionality	Mandatory
1	Candidate's Full Name	Text	Yes
2	Father's Name	Text	Yes
3	Mother's Name	Text	Yes
4	Gender	Drop down	Yes
5	Confirm Gender	Drop down	Yes
6	DOB (DD/MM/YYYY)	Calendar	Yes
7	Confirm Your DOB (DD/MM/YYYY)	Calendar	Yes
8	Religion	Drop down	Yes
9	Region	Drop down	Yes
10	Annual Family Income	Drop down	Yes
11	Mother Tongue	Drop down	Yes
12	Nationality	Drop down	Yes

### 3.0.5 Communication Details

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Address Line 1	Text	Yes	
2	Address Line 2	Text	Yes	
3	Address Line 3	Text	Optional	
4	State	Dropdown	Yes	
5	District	Dropdown	Yes	
6	Taluka	Dropdown	Yes	
7	Village	Dropdown	Yes	
8	PIN Code	Text	Yes	Number
9	Telephone No	Text	Optional	
10	Mobile No	Number	Yes	Number
11	E-Mail ID	Text	Yes	Domain

**Note:**

*The mobile number provided here will be used for all future communication and updates. Both the mobile number and email ID must be verified in the next step.*

*Once an Application ID is generated using a specific mobile number and email ID, they cannot be used for duplicate registration for the same course.*

### 3.0.6 Choose Password

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Choose Your Password	Text	Yes	
2	Confirm Password	Text	Yes	
3	Enter Captcha Given Below (case sensitive)	Text	Yes	
4	Captcha	button	--	

### 3.0.7 Verify One Time Password

Page Name: -**RegistrationModule/frmVerifyOTP**

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Enter One Time Password (OTP)	Text	Yes	OTP

### 3.0.8 Application ID Generation

**Pagename:- RegistrationModule/frmInstructionsAfterRegistration**

After filling all the required information and verifying the Registered mobile number candidate will get Application ID.

**Application ID Logic**

EN	25	100001
Course Application	Year	Application Number Series

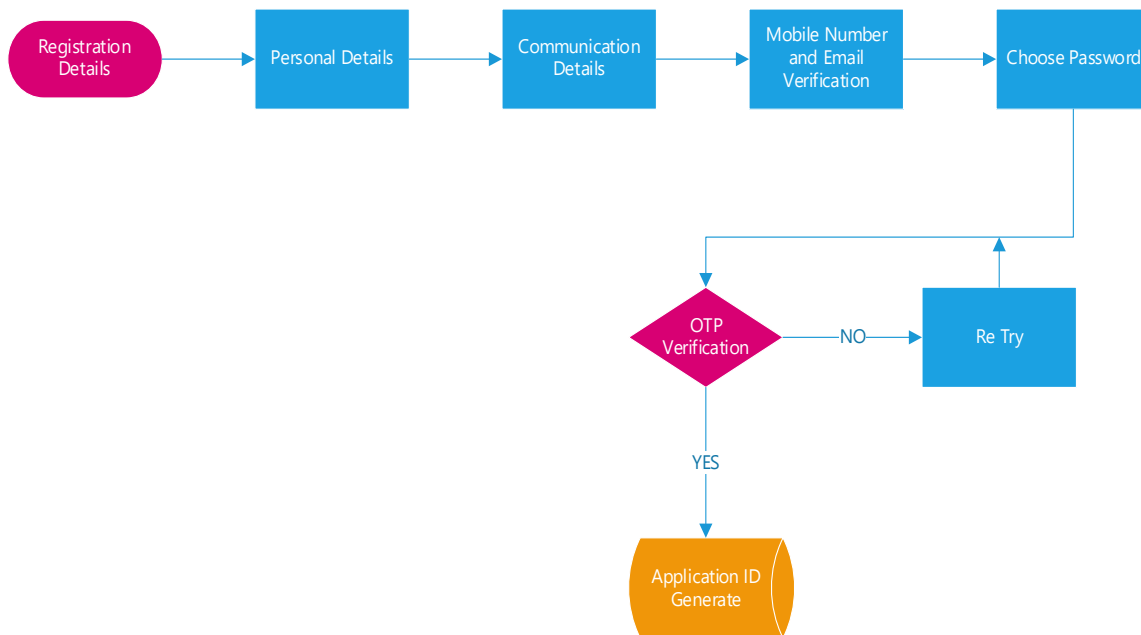
Generated Application ID is being shared to the candidate via

1. **Whats App**
2. **SMS**
3. **Email**

Module Name: CandidateModule

Page Name: CandidateModule/FCSlotBooking

### 3.0.9 FlowChart – Registration to Application ID Generation



### 3.1.0 Candidate Login

After logging candidate needs to select Scrutiny Mode

1. E- Scrutiny Mode
2. P-Scrutiny Mode

#### **E - Scrutiny Mode**

Assignment of Scrutiny Officer

If the E-scrutiny mode is selected, the system will automatically assign an Online Verification Officer. This assignment cannot be altered or modified by the candidate.

After submitting the application form, the candidate will be able to view:

1. The name of the assigned Verification Officer
2. The SC Code

## P-Scrutiny Mode

### Physical Scrutiny Mode - Candidate Document verification and confirmation through in person scrutiny

- a. If the Candidate selects the mode of verification as physical scrutiny through their login.
- b. Candidates will have to visit the Scrutiny Center in person for document verification and confirmation.
- c. In this mode candidate will select a nearby SC center and select the available time slot for document verification and confirmation.
- d. For any document discrepancy found, candidates can visit the SC center.
- e. SC center will facilitate support to candidates to resolve the all discrepancy.

#### Assignment of Facilitation Center

In the P-Scrutiny Mode candidate needs to select their nearby FC to visit for verify their application form and document.

#### Book Slot for SC Verification

Sr. No	Display Text	Functionality	Mandatory	Validation
1	District	Dropdown	Yes	
2	Scrutiny Center	Dropdown	Yes	
3	Select Date (DD/MM/YYYY)	Dropdown	Yes	

Available Slot for Verification will be displayed on screen.

- Green color shown available slot
- Red color shows slot not Available.

### E-Scrutiny Mode - Candidate Document verification and confirmation through e-scrutiny

- a. If the Candidate selects the mode of verification as e-scrutiny through their login.
- b. Candidates will have to upload all their documents.
- c. e-SC shall electronically verify candidate's information and do the confirmation.
- d. Candidates can raise their grievance online for any found discrepancy.
- e. e-SC will Facilitate to support candidates to resolve all grievances.

*Note: In case of Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant/NRI/PIO/OCI/ CIWGC/FN candidates should send the print of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to*

*Director, Sardar Patel College of Engineering (SPCE), Versova Road, Munshi Nagar, Andheri (West), Mumbai-400058*

### Change of Verification Mode

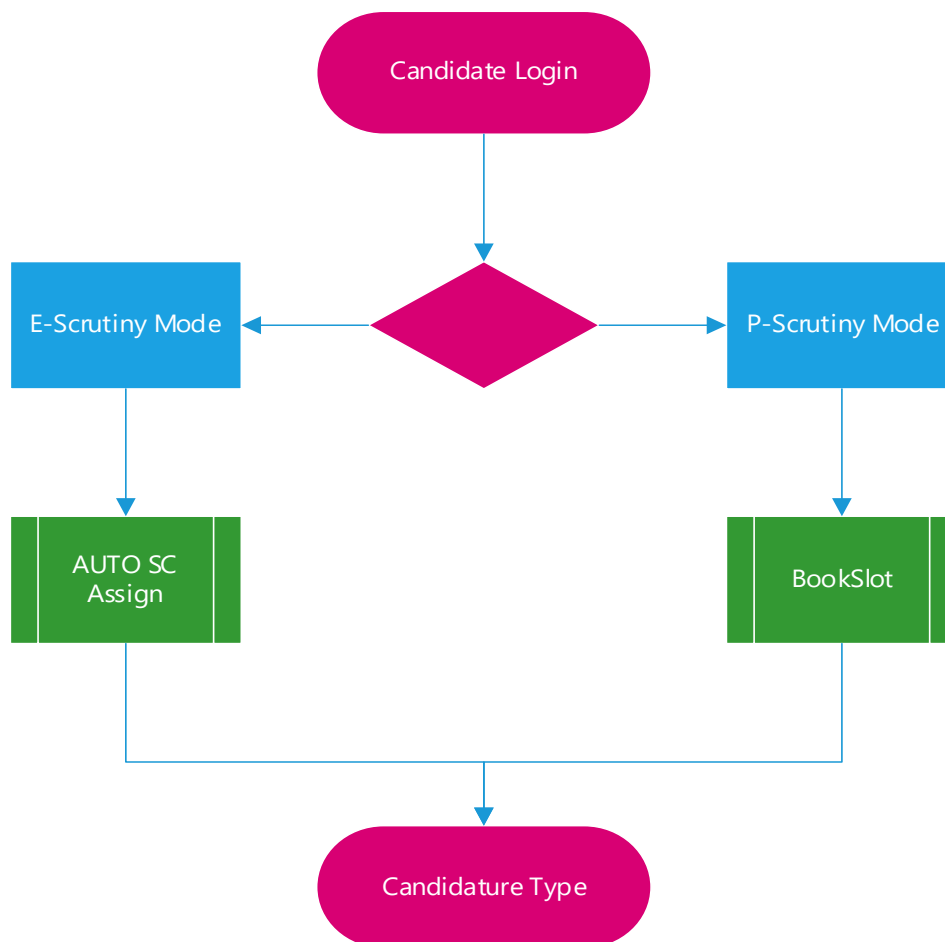
Verification mode can be changed

From E-Scrutiny Mode to P-Scrutiny Mode or P-Scrutiny Mode to E-Scrutiny Mode.

Confirm SC Verification Mode Change

Sr. No	Display Text	Functionality	Mandatory	Validation
1	OTP has been sent your Mobile No			
2	Enter One Time Password (OTP)	Text	Yes	OTP

#### 3.1.1 FlowChart:-FC Assignment Process



### 3.1.2 Candidate welcome Page

Total 10 steps information needs to be filled by the candidate to submit the application form.

In the candidate welcome page communication done with via three modes.

1. SMS
2. Whats App
3. Email

#### **Application Form Status**

The application form status is dynamic and will update automatically based on the current stage of processing.

Step 1 is already completed as candidate has filled personal details.

Application Form Status		
Step ID	Step Details	Status
Step 1	Fill Registration Details	Completed
Step 2	Fill Candidature Type Details	Pending
Step 3	Fill Home University & Category Details	Pending
Step 4	Fill Special Reservation Details	Pending
Step 5	Fill Qualification Details	Pending
Step 6	Fill JEE (Main) 2025 OR NEET Details	Pending
Step 7	Upload Photograph and Signature	Pending
Step 8	Upload Required Documents	Pending
Step 9	Pay Application Fee	Pending
Step 10	Confirm Application Form at Scrutiny Centre	Pending

Proceed to complete Application form.

### 3.1.3 Fill Candidature Type Details

Candidate required to select any one candidature Type.

Sr. no	Eligibility Requirement	Select Candidature Type
1	<p>(i) Candidates Passing SSC and also HSC or Diploma in Engineering examination from a recognized institution in Maharashtra State.</p> <p>(ii) Candidate who is either Domicile of Maharashtra and / or is born in Maharashtra.</p>	Maharashtra - Type A
2	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Maharashtra - Type B
3	A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.	Maharashtra - Type C
4	A Candidate who does not fall in any of the above Type-A, Type-B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Maharashtra - Type D
5	Candidates passing SSC and HSC or 10+2 Examination or Diploma in Engineering or D. Voc Examination from a recognized institution located in Maharashtra Karnataka Border area or from Maharashtra, residing in the Maharashtra Karnataka Border area and whose mother tongue is Marathi	Maharashtra - Type E
6	Outside Maharashtra State (OMS) Candidate having Indian Nationality.	OMS

7	Union Territory of Jammu and Kashmir and Ladakh Migrant (J-1) : The children of citizens, who are displaced from Union Territory of Jammu and Kashmir and Ladakh to any part of India from unsafe border area of Union Territory of Jammu and Kashmir and Ladakh to a relatively safer place in Union Territory of Jammu and Kashmir and Ladakh from 1990 onwards due to terrorist activities.	J & K Migrant (J-1)
8	Union Territory of Jammu and Kashmir and Ladakh Migrant (J-2) : The children of officers belonging to Indian Administrative Services (IAS), Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Union Territory of Jammu and Kashmir and Ladakh to combat terrorist activities and joined the post on or before the last date for submission of application for admission.	J & K Migrant (J-2)
9	Union Territory of Jammu and Kashmir and Ladakh Migrant (J-3) : The children of staff and officers of Union Territory of Jammu and Kashmir and Ladakh police engaged in combating terrorism, are eligible under this category	J & K Migrant (J-3)
10	Union Territory of Jammu and Kashmir and Ladakh Migrant (J-4) : The children of Kashmiri Pandits / Kashmiri Hindu families (Non Migrants) living in the Kashmir valley and having domicile certificate.	J & K Migrant (J-4)
11	Foreign National / Foreign Students	Foreign Students
12	Non-Resident Indian (NRI) Candidate	NRI
13	Persons of Indian Origin (PIO) / Overseas Citizen of India (OCI)	PIO / OCI
14	Children of Indian Workers in Gulf Countries (CIWGC).	CIWGC
15	North Eastern States and UTs (NEUT).	NEUT
16	Jammu & Kashmir Special Scholarship Scheme. / Prime Minister Special Scholarship Scheme (PMSSS).	JKSSS / PMSSS
17	FN-ICCR	FN-ICCR

### 3.1.4 Home University and Category Details

Based on candidature Type following details will be asked to candidate.

### 3.1.5 Home University Details

#### For Maharashtra - Type A Candidature

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Type of Document required for uploading (Type-A)	Dropdown	Yes	
2	Select District from which Candidate has Passed SSC	Dropdown	Yes	
3	Select District from which Candidate has Passed HSC / Diploma in Engineering & Technology	Dropdown	Yes	
4	Select Taluka from which Candidate has Passed HSC / Diploma in Engineering & Technology	Dropdown	Yes	
5	Your Home University	Dynamic	--	

#### For Maharashtra - Type B Candidature

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Whose Domicile Certificate You are Submitting at SC ?	Dropdown	Yes	
2	Select District where Candidate / Father or Mother of Candidate is Domiciled in the State of Maharashtra	Dropdown	Yes	

3	Select Taluka where Candidate / Father or Mother of Candidate is Domiciled in the State of Maharashtra	Dropdown	Yes	
4	Your Home University	Dynamic		

For Maharashtra - Type C Candidature

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Whose Proforma - A You are Uploading at SC ?	Dropdown	Yes	
2	Select District where Father or Mother of Candidate is Posted in Maharashtra	Dropdown	Yes	
3	Select Taluka where Father or Mother of Candidate is Posted in Maharashtra	Dropdown	Yes	
4	Your Home University	Dynamic		

For Maharashtra - Type D Candidature

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Whose Proforma - B / Undertaking for Place of Settlement You are Uploading at SC ?	Dropdown	Yes	
2	Select District where Father or Mother of Candidate is Posted / Settled after Retirement in Maharashtra	Dropdown	Yes	
3	Select Taluka where Father or Mother of Candidate is Posted / Settled after Retirement in Maharashtra	Dropdown	Yes	
4	Your Home University			

For Maharashtra - Type D Candidature

Sr. No	Display Text	Functionality	Mandatory	Validation
1	Whose Proforma - B / Undertaking for Place of Settlement You are Uploading at SC ?	Dropdown	Yes	
2	Select District where Father or Mother of Candidate is Posted / Settled after Retirement in Maharashtra	Dropdown	Yes	
3	Select Taluka where Father or Mother of Candidate is Posted / Settled after Retirement in Maharashtra	Dropdown	Yes	
4	Your Home University			

### Jurisdiction of the Universities

The following table shows the details about the Home Universities in Maharashtra State and their Jurisdiction.

Sr. No	Home University	District under the Jurisdiction of University
1	Dr. Babasaheb Ambedkar Marathwada University	Chhatrapati Sambhajinagar, Beed, Jalna, Dharashiv
2	Swami Ramanand Teerth Marathwada University, Nanded	Hingoli, Latur, Nanded, Parbhani
3	Mumbai University	Mumbai City, Mumbai Suburban, Ratnagiri, Raigad, Palghar, Sindhudurg, Thane
4	Kavayitri Bahinabai Chaudhari North Maharashtra University, Jaigaon	Dhule, Jalgaon, Nandurbar
5	Savitribai Phule Pune University	Ahmednagar, Nashik, Pune
6	Shivaji University	Kolhapur, Sangli, Satara
7	Punyashlok Ahilyabai Holkar Solapur University	Solapur
8	Sant Gadge Baba Amravati University	Akola, Amravati, Buldana, Washim, Yavatmal
9	Rashtrasant Tukdoji Maharaj Nagpur University	Bhandara, Gondia, Nagpur, Wardha
10	Gondwana University	Chandrapur, Gadchiroli

**Note:**

*As per the above table, the candidate's Home University will be determined based on their 12th standard passing district.*

### 3.1.6 Category Details

Only the Candidature Type form Maharashtra Type A to Maharashtra Type D are asked to fill their Category details.

Sr. No	Category	Category wise eligibility and Required document	Functionality	Mandatory
1	Open	Your Annual Family Income		
		Do you want to Apply for EWS (Economically Weaker Section) Seats?	Dropdown	
		Enter Caste Name	Text	
		Select EWS Certificate Status	Dropdown	
2	SC	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
3	ST	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
4	DT/VJ	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
5	NT-1(NT-B)	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
6	NT-2(NT-C)	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
7	NT-3(NT-D)	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
8	OBC	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
9	SBC	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	
10	SEBC	Select Caste to Which You Belong	Dropdown	
		Select Caste / Tribe Validity Certificate Status	Dropdown	
		Select Non-Creamy Layer Certificate Status	Dropdown	

**Note:**

*If a candidate selects any of the above admission categories but either:*

*Fails to upload the required documents, or the uploaded documents are found to have discrepancies, their admission category will be automatically converted to OPEN*

### 3.1.7 Special Reservation Details

Candidature Type from Maharashtra Type A, Maharashtra Type B, Maharashtra Type C to Maharashtra Type D are asked to fill the Special Reservation Details only.

Sr. No	PWD, Defence and TFWS Details	Functionality	Mandatory
1	Person with Disability	Dropdown	No
2	Is Parent a Defence Personnel	Dropdown	No
3	Your Annual Family Income	Dynamic	No
4	Do you want to Apply for TFWS (Tuition Fee Waiver Scheme) Seats?	Dropdown	No
Sr. No	Orphan Details	Functionality	Mandatory
1	Are You Orphan?	Dropdown	No
Sr. No	Minority Details	Functionality	Mandatory
1	Do You Belongs to Minority Candidature Type?	Dropdown	No
	Linguistic Minority	checkbox	No
	Religious Minority	checkbox	No

Candidate having valid required document of respective reservation can select Avail te benefit.

### 3.1.8 Qualification Details

SSC / Equivalent Details

Sr. No	Display Text	Functionality	Mandatory
1	SSC Board	Dropdown	Yes
2	SSC Passing Year	Dropdown	Yes
3	SSC Seat Number	Text	Yes
4	SSC Mathematics Marks	Text	Yes
5	SSC Science Marks	Text	Yes
6	SSC English Marks	Text	Yes

7	SSC Aggregate Marks	Text	Yes
---	---------------------	------	-----

HSC / Equivalent Details

Eligibility Requirements:

**For PCM (Physics, Chemistry, Mathematics) Stream:**

Passed HSC or equivalent with:

Compulsory Subjects: Physics & Mathematics

One Additional Subject: Chemistry / Biotechnology / Biology / Technical or Vocational subject / Computer Science / Information Technology / Informatics Practices / Agriculture / Engineering Graphics / Business Studies / Electronics / Entrepreneurship

Minimum Marks:

- General: 45% aggregate in the above subjects
- Reserved categories (Maharashtra only): 40%

Must have appeared in MHT-CET (PCM) with a non-zero score.

**For PCB (Physics, Chemistry, Biology) Stream:**

Passed HSC or equivalent with:

- Compulsory Subjects: Physics & Chemistry
- One Additional Subject: Mathematics / Biotechnology / Biology / Technical or Vocational subject / Computer Science / Information Technology / Informatics Practices / Agriculture / Engineering Graphics / Business Studies / Electronics / Entrepreneurship

Minimum Marks:

- General: 45% aggregate in the above subjects
- Reserved categories (Maharashtra only): 40%
- Must have appeared in MHT-CET (PCB) with a non-zero score.

Eligible Courses:

- Agriculture Engineering
- Biotechnology
- Food Engineering
- Leather Technology
- Packaging Technology
- Pharmaceutical Engineering

- Printing Engineering
- Fashion Technology
- Textile Chemistry

For Diploma Holders:

Diploma in Engineering & Technology with:

- General: 45% marks
- Reserved categories (Maharashtra only): 40%

OR

3-Year Diploma of Vocation (D.Voc.) in the same or allied sector.

*Additional Notes:*

*Technical/Vocational subjects will be recognized as per the HSC Board.*

*Aggregate marks must be calculated correctly (total obtained marks must be  $\leq$  total out-of marks).*

Sr. No	Qualifying Exam	Functionality	Mandatory
1	HSC	Radio button	
2	Diploma in Engineering & Technology	Radio button	
3	D.Voc.	Radio button	
4	Place of HSC Board	Dropdown	Yes

For HSC (Indian Board Pass out candidate)

Sr. No	Display Text	Functionality	Mandatory
1	HSC Board	Dropdown	Yes
2	HSC Passing Year	Dropdown	Yes
3	HSC Seat Number	Text	Yes
4	Candidate's Name as on HSC Marksheet	Text	Yes
5	HSC Passing Status	Radio button	Yes
6	HSC Physics Marks	Text	Yes
7	HSC Mathematics Marks	Text	Yes
8	HSC Chemistry Marks	Text	Yes

9	Select Subject in which You Got Maximum Percentage of Marks	Text	Yes
10	HSC English Marks	Text	Yes
11	HSC Aggregate Marks	Text	Yes

For Diploma in Engineering & Technology (Indian Board Pass out candidate)

Sr. No	Display Text	Functionality	Mandatory
1	Place of Diploma Board / University	Dropdown	Yes
2	Diploma Board / University	Text	Yes
3	Diploma Passing Year	Dropdown	Yes
4	Diploma Seat Number	Text	Yes
5	Diploma Passing Status	Radio Button	Yes
6	Diploma Marks Type	Radio Button	Yes
7	Diploma Aggregate Marks	Text	Yes

For D.Voc. (Indian Board Pass out candidate)

Sr. No	Display Text	Functionality	Mandatory
1	D. Voc Stream	Dropdown	Yes
2	Place of D.Voc. Board / University	Radio button	Yes
3	D.Voc. Board / University	Text	Yes
4	D.Voc. Passing Year	Dropdown	Yes
5	D.Voc. Enrolment Number	Text	Yes
6	D.Voc. Passing Status	Radio button	Yes
7	D.Voc. Marks Type	Radio button	Yes
8	D.Voc. Aggregate Marks	Text	Yes

### 3.1.9 JEE (Main) Details AND/OR NEET Details

In this step candidate fill their JEE or NEET details also can add or edit the MAH PCM CET or MAH PCB CET.

If candidate select Yes for JEE or NEET are required to fill below details

Sr. No	Display Text	Functionality	Mandatory
	Have you Appeared for JEE (Main) conducted by NTA?	Radio button	No
1	JEE Application No.	Text	Yes
2	Candidate's DOB as on JEE Score Card	Text	Yes
Sr. No	Display Text	Functionality	Mandatory
	Have you Appeared for NEET?	Radio Button	No
1	Roll No	Text	Yes
2	Physics Percentile	Text	Yes
3	Chemistry Percentile	Text	Yes
4	Biology (Botany & Zoology) Percentile	Text	Yes
5	Total Percentile	Text	Yes

Link is given to add or edit the MAH PCM CET or MAH PCB CET

### 3.2.0 Upload Photograph and Signature

This module allows the candidate to upload their photograph and signature.

- Select Upload Type: Dropdown
- Upload: Button

Note – Uploaded photograph or signature can be changed by re following the same process.

#### 3.2.1 Upload required document

Module: Candidate Module

Page: frmUploadRequiredDocumentsStep

The List of candidate document that required to be submitted at the is as per the options selected and filled by candidate.

List of Document Required as per the Rule.

Sr. No.	Type of Candidate	Copies of documents to be produced along with Application Form for Admission
1	All Candidates	SSC (Std. X) mark sheet.
		HSC/Diploma
		Score Card Mark Sheet of CET examination such as, JEE / NEET
		School Leaving Certificate, if required to substantiate claim
		Certificate of the Indian Nationality of the candidate
In addition to the above document's candidates are required to produce the following additional documents depending upon the category to which they belong.		
2	Type– A Candidates	Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra
3	Type– B Candidates	Domicile certificate of candidate/father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4	Type– C Candidates	Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
5	Type– D Candidates	Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. Or Undertaking along with documentary evidences from the retired employee stating the place of settlement
6	Type-E Candidates Maharashtra Karnataka border area Candidates	1. Certificate stating that candidate belongs to the Maharashtra Karnataka border area in proforma – G1. 2. Certificate stating that the mother tongue of the candidate is Marathi in proforma – G2 (List of the villages in Maharashtra Karnataka border area is available on website)
7	Backward class Candidates belonging to S.C. / S.T.	1. Caste/Tribe certificate 2. Caste/Tribe validity certificate
8	Backward class Candidates belonging to VJ/DTNT(A)/ NT(B) / NT(C) / NT(D) /O.B.C/ SBC/SEBC	1. Caste certificate 2. Caste validity certificate 3. Non creamy layer certificate @ valid upto 31st March 2025.
9	Economically Weaker Section (EWS) Candidate	Eligibility Certificate for Economically Weaker Section Proforma – V valid Current year सामाजिक शासन विभाग, शासन निणय ढ. राआधो/4019 ढ.ढ.31/16 अ, िदनाकं 31.05.2021 - आढेथक ढुढया दुबल घटकासाठी िविहत के

		लेईया आर०णाचा लाभ घेईयासाठी पाठुतेसाठीचेदमाणपठु (GR Code 202105311250599407 )
10	Orphan candidate	Orphan Certificate Proforma – U
11	Ex-Servicemen (Def-1)	1. Defence Service Certificate Proforma – C. 2. Domicile certificate of father/mother who is an Ex Service personnel is domiciled in the State of Maharashtra.
12	Active Domicile Defence Candidates (Def-2)	1. Defence Service Certificate Proforma – C 2. Domicile certificate of father/mother who is an active defence service person is domiciled in the State of Maharashtra.
13	Active Non-Domicile Defence Candidates (Def-3)	1. Defence Service Certificate Proforma – C and D/E. 2. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. OR Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
14	Persons with Disability Candidates	1. Certificate in the Proforma 2. Domicile certificate of candidate
15	Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates	1. Certificate of posting in case of defence and Government servants in proforma – J 2. Certificate of stay in refugee camp for those staying in camp in proforma – K 3. Certificate stating that the candidate belongs to displaced family proforma –L 4. Certificate stating that the candidate belongs to displaced family proforma –M
16	Foreign nationals / Foreign Students	1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad. 2. Passport of the Candidate. 3. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents. 4. Proof of residence i.e. Driving Licence or Telephone Bill of candidate 5. Statement of Marks or Certificate of Passing SSC / Equivalent Examination. 6. Statement of Marks or Certificate of Passing HSC / Equivalent Examination. 7. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.

17	Persons of Indian Origin	<ol style="list-style-type: none"> <li>1. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.</li> <li>2. Passport of the Candidate.</li> <li>3. PIO / OCI Card.</li> <li>4. Affidavit of candidate/Parent disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.</li> <li>5. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of sponsor</li> <li>6. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.</li> <li>7. Statement of Marks or Certificate of Passing HSC / Equivalent Examination</li> <li>8. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</li> </ol>
18	Children of Indian Workers in Gulf Countries (CIWGC)	<ol style="list-style-type: none"> <li>1. CIWGC Certificate of the Candidate OR of his/her Mother or Father</li> <li>2. Affidavit of candidate/Parents disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents.</li> <li>3. Passport, Nationality Certificate of Parent.</li> <li>4. Residence of parent in Gulf Countries, Valid VISA of Parent</li> <li>5. Work Permit or Letter from the Employer on Company Letterhead.</li> <li>6. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of Parent</li> <li>7. Proof of residence showing minimum 182 days of stay of Parent in Gulf Countries for the academic year of admission, prior to the admission date</li> <li>8. True copy of Gulf bank account passbook (copies of main page indicating bank name &amp; address, Parent name &amp; address, with entries of last preceding 6 months prior to admission)</li> <li>9. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.</li> <li>10. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.</li> <li>11. Statement of Marks or Certificate of Passing HSC / Equivalent Examination.</li> <li>12. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</li> </ol>
19	Non Resident Indian	<ol style="list-style-type: none"> <li>1. NRI Certificate of the Candidate OR of his/her Mother or Father OR the real brother/real sister ordinarily residing abroad OR NRI certificate of the persons having blood relation with the student who consider such student as 'Ward' viz-real brother/sister of father OR real brother/sister of Mother OR father/mother of father OR father/mother of Mother OR 1st degree paternal/maternal cousins, ordinarily residing abroad and should have looked after</li> </ol>

		<p>the candidate as guardian with documentary evidence &amp; affidavit in support of the aforesaid facts. Parents CDC (Continuous Discharge certificate) if claimant is Merchant Navy employee.</p> <p>2. Affidavit of candidate/sponsor disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate duly signed by the Candidate/parents/sponsor.</p> <p>3. Passport, Nationality Certificate of sponsor</p> <p>4. Residence of NRI, Valid VISA of sponsor</p> <p>5. Proof of residence i.e. Driving Licence, Telephone Bill, Property Tax copy, IT return copy of sponsor</p> <p>6. Proof of residence showing minimum 182 days of stay of sponsor in abroad for the academic year of admission, prior to the admission date</p> <p>7. True copy of foreign bank account passbook (copies of main page indicating bank name &amp; address, sponsor name &amp; address, with entries of last preceding 6 months prior to admission)</p> <p>8. Affidavit of family chart duly signed by sponsor making clear relationship</p> <p>9. Leaving certificates, Birth extracts, mark sheets, PAN Card, Passport, Marriage Certificate of all members shown on family tree/chart.</p> <p>10. Eligibility Certificate from the Association of Indian Universities, New Delhi (AIU) if candidate passed Qualifying examination from abroad.</p> <p>11. Statement of Marks or Certificate of Passing SSC / Equivalent Examination.</p> <p>12. Statement of Marks or Certificate of Passing HSC / Equivalent Examination</p> <p>13. Statement of Marks or Certificate of Passing Qualifying / Equivalent Examination.</p>
20	TFWS candidates	Income certificate stating that his/her parent's annual income is less than Rs. 8 Lakh from all sources issued by the appropriate competent authority of the Maharashtra State.
21	Minority Candidates	<p>1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue as given in proforma – O. (शासन िनणय अटिपसंयाक िवकास िवभागD.अिविव - 2010/G.D.109/10/काया-5 िद .01 जुलै 2013 पहावा [201307021644062414])</p> <p>2. Domicile Certificate of Candidate or the documents specified for Maharashtra State Candidature Type A</p>

### 3.2.2 Pay Application Fee

- Candidate those who have appeared for MAH PCM/PCB CET and filling up CAP application form under same category are Exempted to Pay application form.
- If Admission category is changed from reserved category to open in such case only Category difference Fee is applicable which needs to be paid to submit the application form for Verification.
- If candidate not appeared for MAH PCM/PCB CET then he needs to pay the application fee as per the Brochure.

*Note. Once application fee is paid it cannot be reversed.*

*Check Payment History: This link is available in the candidate login to check their payment status.*

Payment Reconciliation: In case of candidate payment debited from his/her account and not updated in the system in such case, Payment reconciliation system helps to update the payment status by capturing the payment.

#### **Payment Gateway Information**

Gateway Provider: Razorpay

Purpose: Secure online payment processing for application fees, course registrations, or other transactions.

### 3.2.3 Submit Application Form

#### **For E Scrutiny Mode**

To submit application form for verification candidate needs to enter the login and password and verify the OTP sent on registered mobile number.

#### **For P Scrutiny Mode**

After completing the application form candidate needs visit Facilitation center along with all original document.

#### **Print Application form**

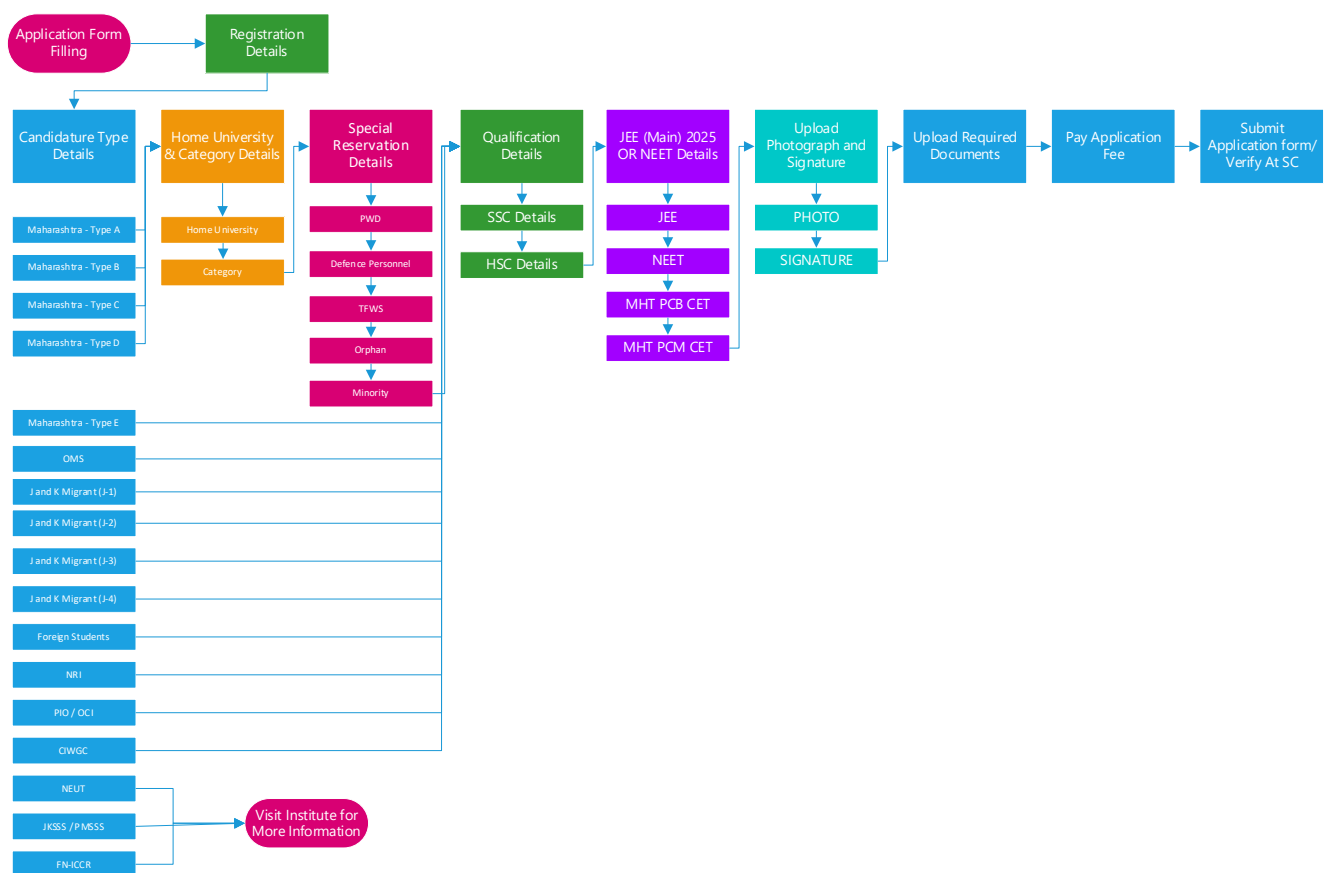
After completing the application form candidate can print the Application form.

Version Control Policy:

Each time you edit the application form before submission, a new version is created to maintain a record of changes. Always ensure you review and submit the most recent version, as only the latest one will be processed.

All the version of application form is available in the candidates login.

### 3.2.4 FlowChart- Registration to Submission



### 4.0.0 Step 02: Verification of application form

#### 4.0.1 For E Scrutiny Mode

After submitting the application form by candidate for E Scrutiny Mode their application form gets displayed in E SC for online verification.

SC Dashboard contains following link

#### 1. New Applications for Verification

This section displays new application forms awaiting verification.

#### 2. Picked Up/Partially Verified Applications

This section lists application forms that have been selected by the Service Center (SC) for verification but have not yet been fully processed.

### **3. Reverted Applications**

This section shows application forms that have been returned to the candidate due to mandatory discrepancies.

### **4. Re-Submitted Applications**

This section contains application forms that were previously reverted but have now been resubmitted for re-verification after resolving discrepancies or being unlocked via a grievance request.

### **5. Grievances Pending Approval**

If a candidate wishes to unlock their application for editing after verification, they must submit a grievance request. Such requests will appear here for approval.

### **6. Verified/Confirmed Applications**

This section includes application forms where all details provided by the candidate match the supporting documents and have been fully verified and confirmed by the SC officer.

### **Verification Process**

After picking up the application form for verification the steps shown on the dashboard is as per the selection made by the candidate.

Following Steps are involved in the verification process

Step 1: Fill Registration Details

Step 2: Fill Candidature Type Details

Step 3: Fill Qualification Details

Step 4: Fill JEE (Main) 2025 OR NEET Details

Step 5: Upload Photograph and Signature

Following details is being verified in step wise as per the document

Sr. No	Particulars	From document	Discrepancy Type
<b><u>Step 01 Personal Details</u></b>			
1	Candidate Name	Nationality document and HSC Marksheet	Mandatory
2	Mother Name	Nationality document and HSC Marksheet	Mandatory
3	Gender	Nationality document and HSC Marksheet	Mandatory
4	Nationality	Nationality document and HSC Marksheet	Mandatory
<b><u>Step 02 Candidature Type details</u></b>			
2	Candidature Type	Birth Certificate/LC/TC	Optional
<b><u>Step 03 Home University and Category Details</u></b>			
1	District from which Candidate has Passed HSC	HSC Marksheet	Optional
2	Taluka from which Candidate has Passed HSC	HSC Marksheet	Optional
3	Village from which Candidate has Passed HSC	HSC Marksheet	Optional
4	Name, Category, Caste Name, MRC No	Caste Certificate	Optional
5	Name, Category, Caste Name, MRC No	Caste Validity	Optional
6	Name, Category, Caste Name, validity	NCL	Optional
<b><u>Step 04 Special Reservation Details</u></b>			
1	Name, Disability Type and Disability Nature	Person with Disability	Optional
2	Father Name, Location of Residence	Defence Type	Optional
3	Father Name, issuing Authority, Validity, and income Limit	TFWS (Tuition Fee Waiver Scheme)	Optional
4	Name, issuing authority,	Orphan	Optional

5	Mother Tongue	LC	Optional
6	Religion		Optional
<b><u>Step 5 Qualification Details</u></b>			
1	SSC Board, SSC Passing Year, SSC Seat Number	SSC Marksheet	Mandatory
2	SSC Mathematics Marks, SSC Science Marks	SSC Marksheet	Mandatory
3	SSC English Marks, SSC Aggregate Marks	SSC Marksheet	Mandatory
4	HSC Board, Place of HSC Board HSC Passing Year, HSC Seat Number	HSC Marksheet	Mandatory
5	HSC Physics Marks, HSC Mathematics Marks, HSC Chemistry Marks, HSC English Marks, HSC Aggregate Marks, HSC Passing Status	HSC Marksheet	Mandatory
<b><u>Step 6 JEE / NEET / MHT CET Details</u></b>			
1	JEE All Subject marks	JEE Score Card	Mandatory
2	NEET All Subject marks	NEET Score Card	Mandatory
3	MAH PCM CET All Subject marks	MAH Score Card	Mandatory
4	MAH PCB CET All Subject marks	MAH Score Card	Mandatory
<b><u>Step 7 Photo and signature</u></b>			
1	Photo	Photo	Mandatory
2	Signature	Signature	Mandatory

***Mandatory Documents:***

- If the SC Officer identifies discrepancies in mandatory documents, the application will be reverted to the candidate for correction.*

#### *Optional Documents:*

- *If the SC Officer finds discrepancies in verification of optional documents:*
- *The claimed benefit will be removed from the application*
- *The application will be provisionally confirmed without the benefit*

#### On Verification completion

- SMS
- Email
- Whats App

SMS is triggered to inform the status of application form to the candidate on their registered mobile number and email ID.

#### 4.0.2 For P Scrutiny Mode

Candidate those who have selected their verification mode as P scrutiny Mode are required to visit facilitation center if they want to make changes in their application form along with all original document.

Only Facilitation center can edit the application form.

To Edit the Application form Facilitation center officer needs to follow the below mentioned process.

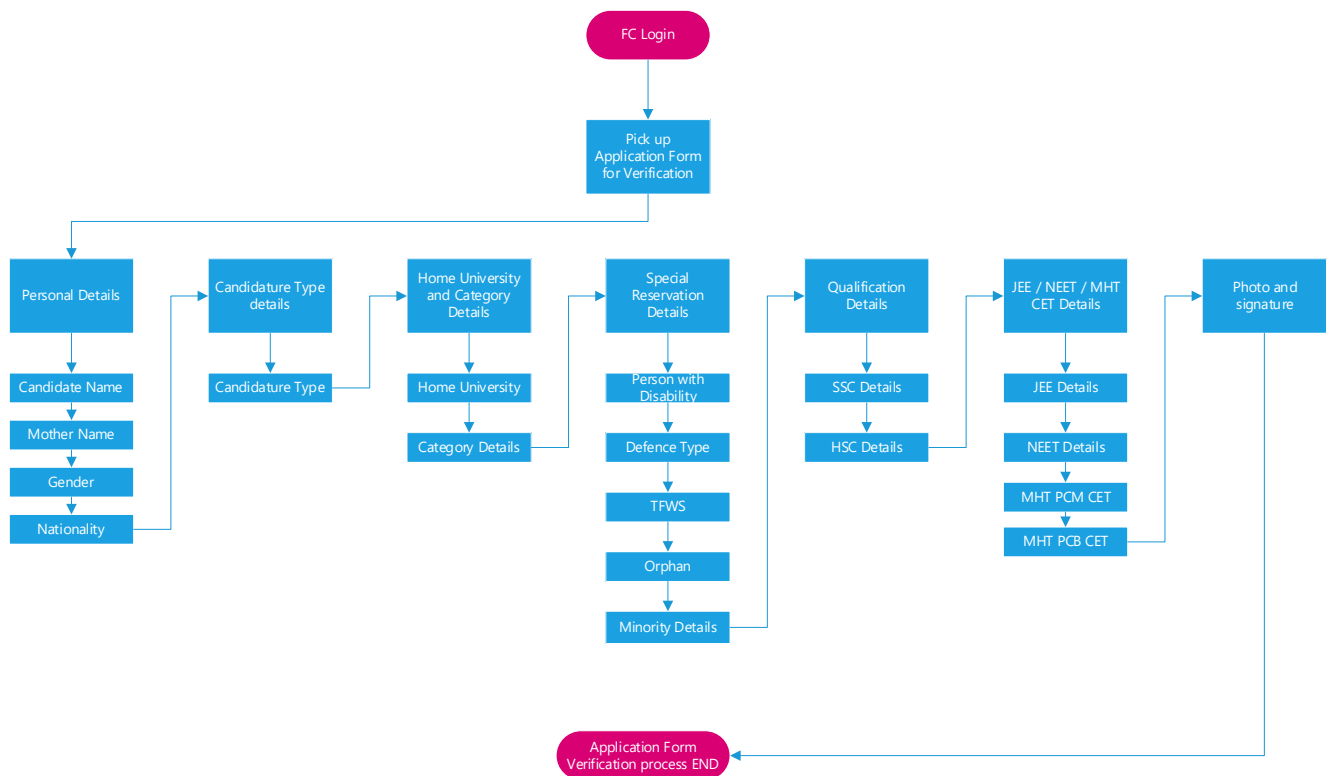
As Application Form is already Verified hence at first officer needs to Use following link to unlock the application

1. Cancel Application form by confirming the Version no and OTP sent on candidates registered mobile number.
2. Edit application form: Using this link FC Officer can make changes in the application form as per the candidate's requirement.
3. Upload Required document: Using this link FC officer can upload the required document.
4. Confirm the application form: Using this link FC officer needs to confirm the application form.

#### **Print Acknowledgement**

Upon successful verification, the application form will be officially recognized as an "Acknowledgement." This verified document will be accessible through the candidate's login portal.

#### 4.0.3 Flow Chart – Application Form Verification Process



#### 5.0.0 Step 03: Provisional Merit List

Candidates who have confirmed their application form on or before last date of confirmation will be considered for provisional merit list.

Following details will be displayed on the provisional merit list.

Three Type of merit list is being prepared and published on the portal.

##### 5.0.1 All India Provisional Merit List

##### 5.0.2 Maharashtra State Provisional Merit List

##### 5.0.3 JK Provisional Merit List

#### All India Provisional Merit List:

All candidates whose application forms are confirmed will be assigned a merit number.

#### Maharashtra State Provisional Merit List:

Candidates who have submitted their application forms under the following candidature Types— Maharashtra Type A, Maharashtra Type B, Maharashtra Type C, Maharashtra Type D, and

Maharashtra Type E—and have also appeared for the MAH PCM/PCB CET will be assigned a State Merit Number.

JK Provisional Merit List:

Only candidates who have filled and confirmed their application forms under the JK1, JK2, JK3, and JK4 candidature Types will be assigned a JK Merit Number.

Two Separate Merit Lists will be published based on subject qualification eligibility:

- For PCM Group
- For PCM or PCB Group (Applicable only for Schedule IV candidates)

Merit List contains following details

Sr. No	Merit Details	For PCM Group			For PCM or PCB Group		
		All India Merit List	Maharashtra State Merit List	JK Merit List	All India Merit List	Maharashtra State Merit List	JK Merit List
1	Merit No	Yes	Yes	Yes	Yes	Yes	Yes
2	Application ID	Yes	Yes	Yes	Yes	Yes	Yes
3	Candidate's Full Name	Yes	Yes	Yes	Yes	Yes	Yes
4	Merit Exam	Yes	Yes		Yes	Yes	Yes
5	Percentile /Mark	Yes	Yes	Yes	Yes	Yes	Yes
6	JEE Math Percentile	Yes		Yes	Yes		Yes
7	JEE Physics Percentile	Yes		Yes	Yes		Yes
8	JEE Chemistry Percentile	Yes		Yes	Yes		Yes
9	Category		Yes			Yes	
10	Gender		Yes	Yes		Yes	
11	PWD / Def		Yes			Yes	
12	EWS		Yes			Yes	
13	TFWS		Yes			Yes	
14	Orphan		Yes			Yes	
15	Minority Type (LM/RM)		Yes			Yes	
16	MHT-CET PCM Total Percentile	Yes	Yes	Yes	Yes	Yes	Yes
17	MHT-CET Math Percentile	Yes	Yes	Yes	Yes	Yes	Yes

18	MHT-CET Physics Percentile	Yes	Yes	Yes	Yes	Yes	Yes
19	MHT-CET Chemistry Percentile	Yes	Yes	Yes	Yes	Yes	Yes
20	HSC PCM %	Yes	Yes	Yes	Yes	Yes	Yes
21	HSC Math %	Yes	Yes	Yes	Yes	Yes	Yes
22	HSC Physics %	Yes	Yes	Yes	Yes	Yes	Yes
23	HSC / Diploma / D. Voc. Total %	Yes	Yes	Yes	Yes	Yes	Yes
24	SSC Total %	Yes	Yes	Yes	Yes	Yes	Yes
25	SSC Math %	Yes	Yes	Yes	Yes	Yes	Yes
26	SSC Science %	Yes	Yes	Yes	Yes	Yes	Yes
27	SSC English %	Yes	Yes	Yes	Yes	Yes	Yes

#### 5.0.4 Check Provisional Merit Status

This Link gets activated after publishing the Provisional Merit List. Using this link candidate able to check their provisional merit status.

To Check Provisional Merit list following details required

- Application ID
- Date of Birth

#### 6.0.0 Step 04: Grievance Period

The Grievance Period is a one-time opportunity for candidates to request changes to their applications before the Final Merit list is published.

Key details:

- Duration: Typically, 3–4 days
- Purpose: Allows candidates to correct errors or update information
- Important Note: No modifications will be permitted after the final merit list is published

#### 6.0.1 Editing of Application form For E Scrutiny Mode

Candidate those who want to edit their confirmed application form are required to send grievance using their login.

To send Grievance Following details required

- Grievance Type
- Attachment

- Grievance Details

After submitting the Grievance, The Grievance reference Number will be displayed on screen.

Candidate can raise one grievance at a time.

If Grievance approved by SC officer, the application form will be available for edit.

Candidate needs to edit the application form and re-submit for Re verification.

#### 6.0.2 Editing of Application form For P Scrutiny Mode

Candidate those who have selected their verification mode as P scrutiny Mode are required to visit facilitation center if they want to make changes in their application form along with all original document.

Only Facilitation center can edit the application form.

To Edit the Application form Facilitation center officer needs to follow the below mentioned process.

As Application Form is already Verified hence at first officer needs to Use following link to unlock the application

5. Cancel Application form by confirming the Version no and OTP sent on candidates registered mobile number.
6. Edit application form: Using this link FC Officer can make changes in the application form as per the candidate's requirement.
7. Upload Required document: Using this link FC officer can upload the required document.
8. Confirm the application form: Using this link FC officer needs to confirm the application form.

#### Grievance Alert

- SMS
- Whats App
- Email

The grievance period is typically given for 3-4 days only.

#### 7.0.0 Step 05: Final Merit List

Candidate those who have confirmed their application form on before last date of Grievance Period will be considered for final Merit List.

*Note.*

*As per provisional Merit List for PCM group and for PCB group wise three merit list will be published.*

### 7.0.1 For PCM Group

- All India Merit List
- Maharashtra State Merit List
- JK Merit List

### 7.0.2 PCM or PCB Group only for Schedule IV

- All India Merit List
- Maharashtra State Merit List
- JK Merit List

Following table contains the merit details captured group wise for final and Provisional Merit List.

Sr. No	Merit Details	For PCM Group			For PCM or PCB Group		
		All India Merit List	Maharashtra State Merit List	JK Merit List	All India Merit List	Maharashtra State Merit List	JK Merit List
1	Merit No	Yes	Yes	Yes	Yes	Yes	Yes
2	Application ID	Yes	Yes	Yes	Yes	Yes	Yes
3	Candidate's Full Name	Yes	Yes	Yes	Yes	Yes	Yes
4	Merit Exam	Yes	Yes		Yes	Yes	Yes
5	Percentile /Mark	Yes	Yes	Yes	Yes	Yes	Yes
6	JEE Math Percentile	Yes		Yes	Yes		Yes
7	JEE Physics Percentile	Yes		Yes	Yes		Yes
8	JEE Chemistry Percentile	Yes		Yes	Yes		Yes
9	Category		Yes			Yes	
10	Gender		Yes	Yes		Yes	
11	PWD / Def		Yes			Yes	
12	EWS		Yes			Yes	
13	TFWS		Yes			Yes	
14	Orphan		Yes			Yes	
15	Minority Type (LM/RM)		Yes			Yes	
16	MHT-CET PCM Total Percentile	Yes	Yes	Yes	Yes	Yes	Yes
17	MHT-CET Math Percentile	Yes	Yes	Yes	Yes	Yes	Yes

18	MHT-CET Physics Percentile	Yes	Yes	Yes	Yes	Yes	Yes
19	MHT-CET Chemistry Percentile	Yes	Yes	Yes	Yes	Yes	Yes
20	HSC PCM %	Yes	Yes	Yes	Yes	Yes	Yes
21	HSC Math %	Yes	Yes	Yes	Yes	Yes	Yes
22	HSC Physics %	Yes	Yes	Yes	Yes	Yes	Yes
23	HSC / Diploma / D. Voc. Total %	Yes	Yes	Yes	Yes	Yes	Yes
24	SSC Total %	Yes	Yes	Yes	Yes	Yes	Yes
25	SSC Math %	Yes	Yes	Yes	Yes	Yes	Yes
26	SSC Science %	Yes	Yes	Yes	Yes	Yes	Yes
27	SSC English %	Yes	Yes	Yes	Yes	Yes	Yes

After Grievance Period, candidate whose application form is verified are not allowed to edit their application form.

Candidate those who have filled application form under

- Foreign Students
- NRI
- PIO / OCI
- CIWGC
- NEUT
- JKSSS / PMSSS
- FN-ICCR

Are required to Visit Institute directly for admission as their admission is done at institute level only.

Note: any application form confirmed after the Grievance Period will be considered for NON-CAP Admission only.

#### 8.0.0 Step 06: Seat Matrix

Seat Matrix is detailed informative document in which institute wise category wise and Special Reservation wise distribution of seats is being published.

Institutes must declare their intake capacity in the Intake Approval System. This system is a separate platform designed and developed to enable institutes to receive instant approval for CAP admissions based on their university's authorization.

There are two Types of institutes: government institutes and private institutes.

For government institutes, 100% of seats are filled exclusively through the CAP process.

For private institutes, the ratio is 80:20, meaning 80% of seats are allocated via the CAP process, while the remaining 20% of the sanctioned intake (SI) is filled through institute-level admissions.

#### 9.0.0 Step 07: Option form

Option form is process in which eligible candidates selects their preferred institutes.

Eligible Candidate: Only Candidate of final Merit are eligible to fill option form Except JK Merit Candidate.

Link to fill Option form is available in the eligible candidate login.

Option Form contains 4 Step

##### 9.0.1 Shortlist Your Option

##### 9.0.1 Set Your Preference

##### 9.0.3 Option Form Summary

##### 9.0.4 Confirm Your Option Form

#### **Shortlist Your Option**

To Search Institute following Filters are provided

- Select course Name
- Select University
- Select District
- Select Institute status
- Select Institute Autonomy Status
- Select Minority Status
- Select TFWS Status

Candidate needs to Select Course Name at least to view the list of eligible Institute Name.

Option List will be shown as per the follow

- Sr. No
- Institute Code
- Institute Name
- University Name
- Choice Code
- Select (Check Box)

After Selecting the Institutes Candidate needs to click on Add Selected Option Button.

To Remove Institute name form added option candidate needs to select the respective institute and Delete the Selected Option.

## **Set Your Preference**

Preferences can be assigned by selecting institutes. The first selection will be considered the first preference. Candidates can select up to 300 institutes.

Reset My Preference: Using this button candidate can reset the preference given.

## **Option Form Summary**

List of Institutes selected by candidate and Option given will be shown in following order.

- Preference Number
- Institute Code
- Institute Name
- University Name
- SL/HU/OHU
- Course Name
- Choice code

On this page candidate can directly add the Institute by following method

- Insert Choice Code
- Insert Choice code directly
- Move Choice Code

## **Confirm Option form**

If the options selected by the candidate and the preference numbers assigned are final, then the candidate must confirm the option form.

To confirm the option form, the login password must be verified. After password verification, an OTP verification is required to finalize the submission.

Only confirmed option forms will be considered for the allotment process.

### [10.0.0 Step 08: Allotment for CAP Round](#)

To check the allotment details special link will be provided. By entering the following details allotment details can be viewed

- Application ID
- Date of Birth

The allotment Letter Contains following details

- Institute Allotted
- Course Allotted
- Choice Code Allotted
- Benefit Taken
- Seat Type Allotted
- Preference No. Allotted

- CAP Round Allotted
- Merit No
- Merit Percentile

#### 10.0.1 Allotment as per first preference

If a candidate is allotted the seat as per his first preference, such allotment shall be auto freeze 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 or the candidate may scrutinize the document uploaded in online application system himself and such candidate shall make payment of seat acceptance fee himself in online mode.

Thereafter such candidates shall report to the allotted institute and seek admission to the allotted seat. If such candidate does not report to ARC or fails to carry out self-Self-Verification and Seat Acceptance

scrutiny of the document uploaded in online application system for confirmation of seat acceptance, then 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;

#### 10.0.2 Allotment Other than First Preference

Candidate who has 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 may freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to the ARC or the candidate may scrutinize the document uploaded in online application system himself and such candidate shall make payment of seat acceptance fee himself in online mode. Thereafter, such candidate 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 or fails to carry out self-scrutiny of the document uploaded in online application system 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;

#### 10.0.3 Allotment Other than First Preference and Self-Freeze

Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC or by self-scrutinizing of the document uploaded in online application system for confirmation of seat acceptance, shall be eligible for participation in the subsequent rounds for betterment;

#### 10.0.4 Allotment Other than first Preference and No Action

Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC or fails to carry out self-scrutiny of the document uploaded in online application system for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds.

#### 11.0.0 Step 09: Self-Verification and Seat Acceptance

Self-Verification and Seat Acceptance Process Contains 4 step

##### 11.0.1 Self-Verification

##### 11.0.2 Choose Seat Acceptance Option

##### 11.0.3 Pay Seat Acceptance Fee

##### 11.0.4 Confirm Seat Acceptance Letter

Self-Verification is process in which candidate needs to verify Merit details before confirming the admission at institute.

- Gender
- Candidature Type
- Category of admission
- EWS
- PWD
- DEF
- ORPHAN
- TFWS
- Linguistic Minority
- Religious Minority
- HSC Total
- HSC Physics Marks
- HSC Chemistry Marks
- HSC Mathematics Marks
- HSC English Marks
- SSC Mathematic Marks
- SSC Science Marks
- SSC English Marks

Self-Verification Process

The above-mentioned details, if filled in by the candidate in the application form, must be verified by the candidate to ensure accurate claims.

If all the details are correct, the candidate must select the "Correct" option.

If any of the details are incorrect, the candidate must select the "Incorrect" option. In case of incorrect marks, a text box will be provided to enter the correct details.

#### 11.0.5 Self-Verification Grievance

If the candidate selects any option as "Incorrect" during the self-verification process, a system-generated grievance will be sent to the respective Facilitation Center (FC) for verification.

##### **Benefit Taken**

If the candidate selects the "Incorrect" option during the self-verification process, and their allotment was based on the incorrect details, their allotment will be cancelled. After Facilitation Center (FC) verification (grievance approval), the correct information will be updated.

##### **Benefit Not Taken**

If the candidate selects the "Incorrect" option during the self-verification process, but their allotment was not based on the incorrect details, their information will be updated after FC verification (grievance approval). They can then proceed with the Seat Acceptance Process.

##### **Self-Verification Confirmation**

After selecting the "Correct" or "Incorrect" option, the candidate must enter their login credentials and OTP to submit the Self-Verification Form.

##### **Seat Acceptance**

Candidate those who have completed their Self Verification are required to give the Seat Acceptance. The seat acceptance status is divided into 3 Type as follows

#### 11.0.6 AUTO FREEZE

Candidates who have been allotted a seat as per their first preference will have their Seat Acceptance Status automatically frozen, as they have received an allotment based on their choice.

They must:

- Pay the Seat Acceptance Fee.
- Visit the Allotted Institute with all original documents to confirm admission.

*Failure to complete these steps will make them ineligible for any further CAP rounds.*

#### 11.0.7 BETTERMENT

Candidates who have been allotted a seat other than their first preference but wish to participate in the next CAP round (while retaining the currently allotted seat) must select the BETTERMENT option.

*Note: Such candidates will remain eligible for subsequent CAP rounds.*

#### 11.0.8 FREEZE

If a candidate has been allotted a seat other than their first preference and wishes to confirm admission in the allotted institute (instead of participating in further CAP rounds), they must select the FREEZE option.

*Note: Once a candidate chooses FREEZE, they will not be eligible for any subsequent CAP rounds.*

#### 12.0.0 Step 10: Institute Reporting

##### Admission Confirmation Requirement

Candidates who have accepted their seat (including those with AUTO FREEZE status) must:

- Visit the allotted institute within the specified timeframe.
- Submit all original documents uploaded in their application form.

Failure to comply will result in:

- Automatic cancellation of the allotted seat.
- Ineligibility for subsequent CAP rounds.

#### 13.0.0 Step 11: Vacancy Report for Next CAP round

After Completing of CAP Round, I the vacancy report for CAP Round II will be prepared and published as per the timeline.

#### 13.0.1 Eligible Candidates for CAP round II

- Candidates who have not participated in the Previous round and are in the final merit list.
- Candidates who have selected Betterment option.
- Candidates who have allotted in previous round other than first preference and not taken any action are eligible.

#### 14.0.0 Admission Process for J & K Migrant Candidate

Application Form Filling, Verification, Merit List& Counselling and Admission Centres

##### 14.0.0 Application Form Filling

Eligible candidates must fill the Online Application Form within the notified schedule, as per the schedule.

##### 14.0.1 Verification of JK candidate Application Form

Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates should send the print of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to specified facilitation Centre by CET Cell, Mumbai.

***Director, Sardar Patel College of Engineering (SPCE), Versova Road, Munshi Nagar, Andheri (West), Mumbai-400058***

##### 14.0.2 Provisional Merit List and Final Merit List

Following details are displayed in the provisional merit list and Final Merit List.

1. Merit No
2. Application ID
3. Candidate's Full Name
4. Merit Exam
5. Gender
6. JEE PCM Total Percentile
7. JEE Math Score
8. JEE Physics Score
9. JEE Chemistry Score
10. MHT-CET PCM Total Percentile
11. MHT-CET Math Percentile
12. MHT-CET Physics Percentile
13. MHT-CET Chemistry Percentile
14. HSC PCM %
15. HSC Math %
16. HSC Physics %
17. HSC / Diploma / D. Voc. Total %
18. SSC Total %
19. SSC Math %
20. SSC Science %
21. SSC English %

Only candidates whose names appear in the Merit List(s) can proceed in the admission process.

### 1.0.3 Admission by Counselling

Counselling Round for J and K as well as Ladakh Migrant Candidates at identified Admission Centre

Supernumerary Seats Allocation: Reserved for Jammu & Kashmir (J&K) Migrant Candidature candidates. Allocated based on Inter-Se-Merit.

*Eligibility Criteria:*

*Only candidates Jammu & Kashmir (J&K) (J-1, J-2, J-3, J-4) are eligible.*

### 14.0.5 Admission Process for J&K & Ladakh Migrant Candidates

#### **Reporting for Admission:**

Candidates must report in person to the designated Admission Centre as per the scheduled date/time.

#### **Document Submission:**

Must submit required documents strictly as per the prescribed Proforma(s) to validate eligibility claims.

#### **Merit-Based Allocation:**

- Admissions will be granted strictly in order of merit among candidates who report in person.
- Seat allotment depends on real-time availability in institutes when the candidate reports.

#### **Finality of Admission:**

- Once confirmed, admission is irreversible—no transfers to other institutes or courses are permitted for the entire duration.

#### **Late Reporting Policy:**

- Latecomers will only be considered for remaining vacant seats at the time of reporting.
- The Admission Centre In-charge's decision on allotment is final and binding.

#### ***Important note***

*Candidates admitted under this provision are not allowed to change course or college in any year of study. These seats are available only for admission to First Year of Under Graduate Courses as well as Post Graduate courses in Management and Computer Application.*

### 15.0.0 Admission Process for OCI or PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates

Candidate those who want to fill application form under candidature type OCI or PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidates are required to fill application form online and for verification they need to visit following FC for verification of their application form along with all original document.

Facilitation Centre for Verification of application form

NRI/PIO/OCI/CIWGC/FN candidates should send the print of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to

Director, Sardar Patel College of Engineering (SPCE), Versova Road, Munshi Nagar, Andheri (West), Mumbai-400058

Only verified application form will be considered for further process.

Since this candidate is only eligible for institute-level admission, no merit list is prepared for NRI/PIO/OCI/CIWGC/FN candidates.

#### 15.0.1 Process for NRI Admission

To Admit the NRI Candidates Institute needs to have NRI Seat Approval. Up to 5% Seat Can be Allotted to NRI Candidates.

##### **NRI Institute Level Admission**

- Step 1 – Prepare the Institute-level NRI Merit List
- Step 2 – Allocate Seats to Eligible Candidates Based on the Institute's Merit List

if the seats reserved for this NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of Maharashtra State Candidature on the basis of Inter-Se-Merit, Further, if seats remain vacant then those seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature on the basis of Inter-Se-Merit.

#### 15.0.2 OCI or PIO, Foreign Students and the children of Indian Workers in Gulf Countries Candidate

##### **Eligibility for Supernumerary Seats:**

- Candidates meeting the criteria under sub-rule (5) of Rule 5.
- Children of Indian Workers in Gulf Countries are also eligible.

##### **Seat Allocation:**

- Maximum 15% of sanctioned intake seats can be allocated as supernumerary.

- Breakdown of 15% quota:
- 1/3 reserved for children of Indian Workers in Gulf Countries.
- 2/3 reserved for OCI/PIO/Foreign Students (or as per authority guidelines).

#### Vacancy Rules:

- If Gulf Workers' quota seats remain vacant, they can be filled by OCI/PIO/Foreign Students.
- If OCI/PIO/Foreign Students' quota seats remain vacant, they can be filled by children of Gulf Workers.
- If seats remain vacant in both quotas, they may be filled by NRI candidates (subject to prior approval).

#### Selection Process:

Seats will be filled based on Inter-Se-Merit as per Rule 8.

#### Admission Process

After verification of the application form, the candidate must visit the institute in person with all original documents.

At the institute level, the reporting officer will:

- Prepare a merit list based on candidate availability.
- Confirm admission as per the prescribed rules.