

9. Centralised Admission Process (CAP)

9.1 Centralised Admission Process CAP

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 and University Department 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. The candidate should read the information brochure carefully.
- (b) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
 - (i) For admissions to First Year Engineering and Technology, Planning, Pharmacy, Pharm D (PB), Hotel Management & Catering Technology, Architecture, Management and Computer Applications:
 - a. The eligible candidates aspiring for admission on the basis of CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidates need not have to pay application fee.
 - b. The eligible candidates aspiring for admission only on the basis of National Level Examinations mentioned in the eligibility criterion and approved by Maharashtra State time to time, except CET conducted by the Competent Authority of Maharashtra State should apply online for admission and shall pay required fees (Non Refundable) as given in the table below.
 - (ii) Following are the details of the Application fees to be paid by the candidate through online mode only.

Post Graduate Admission	Application fee for General Category Candidates and Outside Maharashtra State Candidate, Children of Indian Workers In Gulf countries	Application fee for Reserved Category candidates from Maharashtra State and Persons with Disability candidates from Maharashtra	Application fee for NRI / OCI / PIO, Foreign National
Engineering and Technology	Rs. 1000/-	Rs. 800/-	Rs. 5,000/-
Pharmacy			
Planning			
Pharm. D. (Post Baccalaureate)			
MBA/MMS	Rs. 1,000/- *	Rs. 800/- *	Rs. 5,000/-
Architecture			
MCA			
Hotel Management and Catering Technology			

* Note: For the candidates who have not paid fees for CET of the respective course conducted by Competent authority.

- (iii) The Application processing fee shall be as notified by the competent authority from

time to time and the amount is Non Refundable.

- (iv) 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.
 - (v) 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 from home or any other place.
 - (vi) 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.
 - (vii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
 - (viii) 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 form and sign it.
 - (ix) The Printed copy of Application 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 through the method prescribed by the Competent Authority for this purpose. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.

After confirmation of application form data/information cannot be changed by candidate.

- (d) Display or Publishing of Provisional merit list, Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose 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, Candidates can submit the grievances within the specified grievance period given in the schedule through the method prescribed by the Competent Authority for this purpose.
 - 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.

- (e) Display of Category Wise Seats (Seat Matrix) available for respective CAP Rounds. The Competent Authority shall publish the information 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 **minimum 1 and maximum 300 choices** of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through their login shall be considered for allotment in the respective CAP Rounds;
- (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 the

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 through their login.
 - (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 his/her 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 himself/herself by re-entering Application ID and Password. The candidate can take a printed copy 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 through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the clause (e) of sub-rule (4) of this rule.;
- (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.

9.2 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.

9.3 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 as per the method prescribed by the Competent Authority. 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 as per the method prescribed Competent Authority, 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 as per the method prescribed Competent Authority. 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 as per the method prescribed Competent Authority, 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 as per the method prescribed Competent Authority 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;

9.4 Conduct of CAP Rounds II and III

(a) The seats available for Round 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 for admission to ARC as per the method prescribed by the Competent Authority, the Candidate shall produce all the original documents in support of the claims made in the application:

Provided that, if the candidate has allotted seat on the basis of claim made in the application and 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:

Provided further that, if the Candidate is allotted seat without availing any benefit claimed in the application, in such case, the allotment of the Candidate shall be retained and shall be allowed to modify his application, accordingly, as per the provisions of clause (e) of sub-rule (4) of this rule.”

- (e) The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC as per the method prescribed by the Competent Authority *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) change in Type of Candidature;
 - (vii) change in Home University;
 - (viii) change in Qualification.
 - (ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;
- Apart from the above no other change or rectification shall be allowed.

9.5 Reporting to Institute:

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.

9.6 Fees and Concessions:

(a) Fees prescribed in Unaided Private Professional Educational Institutes:

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.

(b) 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/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.

10. CAP allotment stages and process of allotment

Allotment of seats under CAP shall be made in the following manner, -

10.1 Maharashtra State Candidature Candidate

The stages of computerised allotment are as follows -

Stage –I: For all the Candidates. -

- (a) All the Candidates (Open, Reserved) belonging to various categories shall be considered for allotment 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 respective 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) Allotment to the Persons with Disability Category Candidates.-
- (i) Allotment of seats to the Persons with Disability Category Candidates shall be within their respective Reserved or General category only.
- (ii) The number of seats available for the Persons with Disability Category Candidates shall be indicated in total number for the specific course as per the seats available in the CAP for that course.
- (iii) If the seat for Persons with Disability Category Candidates as per their prescribed reservation percentage within their respective reserved or general category comes out to be complete integer (no rounding off the fractional value is permissible) then only such seat shall be earmarked as reserved for that particular reserved or general category for Persons with Disability candidate and shall be allotted as per their Inter-Se-Merit.
- (iv) All other seats (except earmarked seats) available for Persons with Disability Category Candidates for that course shall be allotted as per their Inter-Se-Merit from combined list of all Persons with Disability Category Candidates:
- Provided that, not more than one seat shall be filled in from same reserved category as per their Inter-Se-Merit:
- Provided further that, the candidate not considered for allotment due to provision of above proviso, shall be considered for allotment of seat from general Persons with Disability Category as per their Inter-Se-Merit.
- (v) After allotment of the seat to Person with Disability Category Candidate, a seat from that General or respective Backward Class Category and Person with Disability Category shall be treated as utilized.
- (vi) If in the seat matrix for any course, total available seats for Reserved or General category comes out to be less than two, then in such case, no seat shall be allotted to the Person with Disability Category Candidate.
- (e) For Engineering and Technology, Pharmacy Pharm. D. (Post Baccalaureate) and Planning Courses Sponsored or Non sponsored Candidates shall be considered for allotment as per *Inter-Se-Merit*.
- (f) If a seat is available for a candidate in more than one category, then the seat allotment shall be done in the sequence as given below;
- i. Seat for Ladies
 - ii. Seats for Persons with disability
 - iii. Seat for Sponsored category
- (g) The TFWS seat shall be allotted to the eligible Candidate only to such course in an Institute where a minimum of 30 % of sanctioned seats in the respective course are allotted.

Stage –II: For SBC Category Candidates. -

If the Backward Class Category seats remain vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

Stage –III, Stage-IV and Stage –V : Deleted (As per amendment dated 12th June 2019)

Stage –VI: For all Candidates (Without any type of Reservation).-The seat shall be considered for allotment to all the candidates based on *Inter-Se-Merit*.

Stage –VII: For all Candidates (without any Candidature type).-The seats remaining vacant shall be allotted to the All India Candidates.

10.2 All India Candidature Candidates

The allotment to these seats shall be done through CAP on the basis of, -

- (a) First Year Management - Percentile score in CET conducted by the Competent Authority, Common Admission Test conducted by Indian Institute of Management (CAT), Common Management Aptitude Test conducted by National Testing Agency(CMAT) or Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) or Entrance Test for Management Admissions conducted by the Association of Indian Management Schools (ATMA) or Management Aptitude Test Conducted by All India Management Association (MAT) or Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT).
- (b) First Year Computer Applications- CET Score;
- (c) First Year Engineering and Technology- GATE score or GPAT score where ever applicable as per eligibility,
- (d) First year Pharmacy - GPAT score,
- (e) First year Architecture - CET score,
- (f) First year Hotel Management and Catering Technology - CET score,
- (g) First Year Planning- Score of Common Entrance Examination for Design (CEED) conducted by Indian Institute of Technology and thereafter Graduate Aptitude Test Examination(GATE) Score conducted by Indian Institute of Technology as per Eligibility.
- (h) First Year Pharm D. (Post Baccalaureate)- Graduate Pharmacy Aptitude Test (GPAT) Score conducted by National Testing Agency.

There is no separate All India Quota for Engineering and Technology, Pharmacy, Architecture, Planning, Pharm. D. (Post Baccalaureate) and Hotel Management and Catering Technology, the All India Candidature Candidates are eligible for the seats available under CAP and a common merit list of Maharashtra Candidates and All India candidates shall be prepared and operated for allotment.

NOTE: All these seats are treated as “General Category” seats and no reservation is provided in these seats for Candidates of Backward Class Category, Persons with Disability etc.

10.3 Minority Candidature Candidates.

The stages of computerised allotment are as follows, —

Stage–I: The seats under minority quota in the minority institution (linguistic or religious) shall be allotted to the respective minority candidates. For Engineering and Technology, Pharmacy and HMCT Courses, the sponsored and non-sponsored candidate’s seats to be allotted to the respective candidates and if, seats remain vacant; it shall be allotted on the basis of inter-se-merit.

Stage–II: If the seats remain vacant, they shall be allotted to the Maharashtra State Candidature Candidates.

Stage-III: Further, if the seats remain vacant, they shall be allotted to the All India candidature Candidates.

10.4 Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidate

a) Application Form Filling and Submission for Management and Computer Applications, -

The eligible candidate shall fill the Online Application Form, take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form by speed post/courier/by hand delivery for verification & confirmation to the designated centres notified or through the procedure given by the Competent Authority for this purpose.

- i. The application should reach on or before the last date as notified. Application received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
- ii. The Competent Authority shall publish the provisional Merit List as specified in section 8(4) of this brochure.
- iii. The candidates not appeared for MAH-MBA/MMS-CET 2022 but appeared for any other examination as specified in eligibility, can also apply, however such candidates are required to pay the Application Fee through payment gateway (Credit Card/ Debit Card/ Net Banking).
- iv. The candidates whose names do not appear in the merit list(s) will not be able to participate in Centralized Admission Process.

b) Counselling Round for Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidates at SIMSREE, Mumbai.

- i. Candidate seeking admission against these seats shall report to the Admission Centre of Admission Authority for admission as per the schedule and as per the procedure given by the Competent Authority.
- ii. The candidates shall produce the documentary evidence strictly as per the Proforma) in support of their claims.
- iii. These Admissions will be made strictly in the order of merit from amongst the candidates who report in person for admission at notified by the Competent Authority for this purpose as per schedule, against the seats available in the various institutes at the time when the candidate actually reports for admission.
- iv. Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to some other institute and/or some other course during entire duration of the course.
- v. The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time. The decision of the admission centre in-charge shall be final and binding.

Important note: Candidates admitted under this provision are not allowed to change course or college in any year of study.

c) Reporting at institutes:

- i. Candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

11. Allotment of seats by CAP Rounds I, II and III

- (1) All the CAP Rounds (CAP Rounds I, II and III) shall be conducted by computerised allotment.
- (2) In CAP Round I.—
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference, -
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stage I of sub-rule (1) of rule 10,
 - (iii) Sub-rule (2) of rule 10;
 - (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference, —
 - (i) Stage I of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (3) In CAP Round II.-
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,-
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stages I to VI of sub-rule (1) of rule 10,
 - (iii) Stage II of sub-rule (3) of rule 10,
 - (iv) Sub-rule (2) of rule 10,
 - (v) Stage III of sub-rule (3) of rule 10;
 - (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference,-
 - (i) Stages I to VI of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (4) In CAP Round III .—
 - (a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stage I of sub-rule (3) of rule 10,
 - (ii) Stages I to VII of sub-rule (1) of rule 10,

- (iii) Stage II of sub-rule (3) of rule 10,
- (iv) Sub-rule (2) of rule 10,
- (v) Stage III of sub-rule (3) of rule 10;
- (b) for other than Minority Institutions, the allotment shall be given to the candidates as per following preference,—
 - (i) Stages I to VII of sub-rule (1) of rule 10;
 - (ii) Sub-rule (2) of rule 10 of these rules.
- (5) If the seat remains vacant due to non-allotment and non-reporting for admission, such seat will be considered for allotment in subsequent round.
- (6) Every stage in CAP Rounds I, II and III shall be executed with HU and OHU tag and if the seats remain vacant then the same stage shall be executed without HU and OHU tag. If further seats remain vacant for any reason in 7(1), 7(2) and 7(3) of these rules they shall be considered for allotment to all the candidates as in 5(1), 5(2) and 5(3) irrespective of the seat type on the basis of Inter-Se-Merit.

12. General provisions

- (a) Allotment in CAP Rounds I, II and III of Home University Seats, Other than Home University seats and State Level Seats will be carried out as per Inter-Se-Merit of Candidates having Maharashtra State Candidature. The Seats will be allotted to Candidates as per Inter-Se-Merit, options filled and seats available at that point of time in the stage of CAP Rounds I, II and III ;
- (b) All Candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage;
- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time;
- (d) There shall not be any reservation under different categories in an Unaided Professional Educational Institution, for allocation of seats stated in 7(2), 7(3), 7(4) and 7(5);
- (e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment in all stages;
- (f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment;
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment;
- (h) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates;
- (i) A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter”. At the time of seat acceptance Candidate has to pay Seat Acceptance Fee through Online mode of Payment (Credit Card / Debit Card/ Internet Banking/ etc) or the mode as decided by Competent Authority at an Admission Reporting Centre as per the method prescribed by the Competent Authority. Seat will be confirmed by the Admission Reporting Centre (ARC) (List shall be available on website) after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance;
- (j) The Seat Acceptance Fee shall be Rs. 1,000/-, for all admitted Candidates and the same shall be treated as non-refundable processing fee;
- (k) Failure to report as per the method prescribed by the Competent Authority for Seat acceptance will be considered as if the Candidate has rejected the offer;

- (l) Allotted Seat will be cancelled if, at any time, any of the documents or certificates is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms;
- (m) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Reporting Centre in scheduled period. Candidates who reject allocated seat shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent rounds of admission as per schedule.
- (n) If any of the statement made in application form or any information supplied by the candidate in connection with his admission is found to be false or incorrect, the Principal shall cancel his admission and forfeit the fees. An appeal against the action of cancellation of admission may be preferred within seven days to the Competent Authority. The Competent Authority shall decide the appeal within fifteen days and his decision thereon shall be final.
- (o) Complaints regarding the use of fake certificates shall be investigated in time bound manner and if it is found guilty, such admission shall be cancelled. Further appropriate action shall be initiated with due intimation to Competent Authority.

13. Admissions in Institutional Quota and vacant seats after CAP

The Director or Principal of the institution shall carry out the admissions for these seats in the following manner.-

- (a) Admissions shall be made in a transparent manner and strictly as per the *Inter-Se-Merit* of the Candidates who have applied to the Competent Authority for verification of documents and then to the Institution.
- (b) Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.
- (c) Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement on the website of the institution.
- (d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in admission rule 3(3)(b) and shall be filled on the basis of Inter-Se-Merit prepared by following the procedure specified in section 8(4) of this Brochure.
- (e) The institution after verification of all required documents shall prepare and display the *Inter-Se merit* lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (f) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter.
- (g) All the admissions and cancellations shall be updated instantly through online system.
- (h) If any CAP seat remains or becomes vacant after the CAP Rounds, then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicant.
- (i) While filling these seats, the preference shall be given to Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of Inter-Se-Merit.