

# Institute Level Spot Round(s) for the Admission to First Year Bachelor of Computer Applications Programs (BCA)

## Guidelines and Instructions



**Shirpur Education Society's  
Smt. H. R. Patel Art's Mahila College,  
Shirpur**





Shirpur Education Society's  
**H.R.Patel Arts and Science College**  
**Shirpur**

NAAC Re-Accredited "B++" Grade  
NMU Academic Grade "A" Grade

**Hon. Amrishbhai Patel**  
**President**  
**Dr. Sharda J. Shitole**  
**Principal**

**HRP/2024-25/**

**Institute Level Spot Round(s) for the Admission to First Year  
Bachelor of Computer Applications Programs (BCA)**

**(Guidelines and Instructions for Candidates)**

**A) Invitation for Applications for Institute Level Spot Round(s) For the  
Academic Year 2024-25 Against CAP Vacancies and Institute Level Seats**

Smt. H. R. Patel Art's Mahila College(HRPMC), Shirpur, invites applications from eligible candidates for the Institute Level Spot Round(s) for the First Year of the Four-Year Degree Courses in Bachelor of Computer Application (BCA) for the academic year 2024-25. This round(s) will be conducted for the vacancies against the CAP Rounds (Centralized Admission Process) as well as the Institute Level Quota, and will be conducted in accordance with **Clause 13** of the **Information Brochure 2024-25** published by the **State Common Entrance Test Cell, Maharashtra State**.

**B) Date and Venue for the Institute Level Spot Round(s)**

**Thursday, 24<sup>th</sup> October 2024** at the Computer Centre of HRPMC, Shirpur Campus.

Eligible candidates are required to submit their applications **in person** during **Thursday, 24<sup>th</sup> October 2024 during 9AM to 11:00 AM**, along with the necessary documents, in order to participate in the round.

**C) Instructions for Candidates Participating in Institute Level Round(s)**

**1. Eligibility**

Only candidates who have registered through the CET portal and verified their applications through Scrutiny Centres (SC) with a valid registration number by the State Common Entrance Test Cell (SC) are eligible to apply for participation in the Institute Level Round. Applications should be submitted **offline, in person**.

## 2. Admission Fees

Candidates are requested to visit the college and getting all information about fees and process.

## 3. Vacancies against CAP Rounds

The provisional seat matrix for the Institute Level Round, detailing the available CAP vacancies, will be published by the State Common Entrance Test Cell on **Thursday, 24<sup>th</sup> October 2024** on their portal <https://bbabcacap24.mahacet.org> and will also be available on the institute's website [www.hrpamcollege.org](http://www.hrpamcollege.org)

## 4. Institute Level Seats

The list of seats available under the Institute Level Quota can be accessed via the following link: [www.hrpamcollege.org](http://www.hrpamcollege.org)

## 5. Required Documents

Candidates should have copies of the following documents ready:

- **Receipt cum Acknowledgment** issued by the State CET Cell, Maharashtra verified by Scrutiny Centre (SC).
- **Receipt of Admission** (if applicable) issued by the State CET Cell, Maharashtra.

## 6. Reporting Guidelines

Institute level seats allotment and admission confirmation will be carried out at 11AM on Oct 24<sup>th</sup>, 2024. Candidates must report to the **Waiting Hall/Computer Center of HRPMC** at least **30 minutes prior** to the scheduled time for their admission round. Candidates will be called in order of their merit, as per the provisional merit list displayed on the notice board and the institute's website.

## 7. Admission Process

- Candidates who are absent or unprepared with the required documents when called will forfeit their claim to a seat, and the next candidate in merit will be considered.
- Candidates with **higher merit scores** who report late will only be considered for available seats at the time of their arrival, with priority given over candidates with lower merit who are present.

## 8. Document Verification and Seat Confirmation

- Candidates must present all original applicable documents during verification.
- Seat confirmation is subject to full payment of the **admission fee** via **Demand Draft** or through the **HRPMC online payment gateway** immediately upon acceptance of the seat. **Part payments, cash, or cheque payments will not be accepted.**
- For payment details, please visit: Admission tab / section of [www.hrpamcollege.org](http://www.hrpamcollege.org)

## 9. Final Admission Confirmation

- Upon seat allotment and payment of fees, candidates must submit the required original documents.
- Final confirmation will be processed through the **State CET Cell portal**, and candidates will receive an **Admission Confirmation Letter** issued by the State CET Cell through HRPMC's institute login.
- Candidates will also receive an official **Fee Receipt** and **Document Submission Receipt**.

### C) Process, Steps and Schedule of Activities for Institute Level Rounds

Sr. No	Activity: Day-1: Oct 24, 2024, 11.00AM
01	All candidates listed in the <b>Provisional Merit List</b> should report to the <b>Waiting Hall &amp; Computer Center</b> by earlier 30 mins before <b>11:00 AM</b> .
02	In case of delays / extension in activities (if any), candidates are advised to see notice boards and web site of HRPMC. In such a cases the process will continue on subsequent days.
03	Seat allotment will proceed based on the merit list.
04	<b>Verification of original documents</b> and submission of <b>self-attested copies</b> .
05	Seat allotment based on the <b>available vacancies</b> .
06	Payment of <b>Institute Admission Fees</b> .
07	Submission of <b>original documents</b> by candidates.
08	Confirmation of the allotted seat on the <b>State CET Cell portal</b> .
09	Issue of <b>Admission Confirmation Letter, Fee Receipt, and Original Document Submission Receipt</b> .
10	If seats remain vacant or additional vacancies arise due to cancellations, the process will repeat on subsequent days. Candidates should check the <b>HRPMC website</b> regularly for updates.

For further details and updates, candidates are advised to regularly visit the HRPMC website: [www.hrpmcollege.org](http://www.hrpmcollege.org).

**Director**

**Smt. H. R. Patel Art's Mahila College, Shirpur**