

This document outlines the detailed steps and considerations for conducting admissions at Institute Level for the seats available in **ACAP (Against CAP Vacancies)** and **Institute Level (IL)** seats in accordance with **Clause 13** of the **Information Brochure 2024-25** published by the **State Common Entrance Test Cell, Maharashtra State**.

Here's a breakdown of the key points:

1. Advertisement

- **Content Requirements:**
 - Clearly mention the **Institute's name** and **address**.
 - Invite applications specifically for **Filling up ACAP & IL seats**.
 - List the **course names** and the **number of seats** available under ACAP and IL.
 - Provide a **schedule** that displays:
 - **Application submission deadlines**.
 - **Date and location** (website/notice board) for the **provisional merit list**.
 - **Dates of spot rounds** for Institute Level seats (ACAP & IL).
 - Inform students they are required to **submit the application form in person** to the Admission Committee.
 - Specify that if seats remain vacant or additional vacancies arise due to cancellations or extension of the cut-off date, the admission process will be **repeated on subsequent days** until all vacancies are filled.
 - Encourage students to regularly check the **HRPAMC website** for updates.
 - **Publication:**
 - Advertise in **Popular Newspapers**, on the **Institute Website**, and on **Notice Boards**.
 - In addition to above, display a list of **Admission Committee members** and a **schedule of activities on Institute Website and Notice Boards**.
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2. Application

- **Content:**
 - **Application Form Number** and **Date**.
 - Full student details: **Name, Address, Contact information**.
 - **BC/DSE Number**.
 - Enclosures of supporting documents (e.g., **SC registration** and **Admission Confirmation letter** if available).
 - **Student's Signature**.
 - **Important Note:**
 - Applications must be **accepted after the publication of the advertisement** and **before the deadline** indicated in the advertisement.
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3. Admission Process

- **Steps:**

- Collect applications, **verify the documents** attached with the form, and prepare a **provisional merit list** based on merit scores.
 - Priority is given to **MS candidates** first, followed by **OMS candidates**.
 - Display the **provisional merit list** on the **Website** and **Notice Boards**.
 - Conduct institute level rounds according to the institute merit number mentioned in provisional merit list and seat matrix allocation during the dates / duration mentioned (for example Day1 to Day 3) in advertisement published in newspapers & website.
 - Keep **day-wise records** (snap/photos) of each step in the process.
 - If seats remain vacant after completing this round carried out during the days mentioned in advertisement, calculate the vacancies for next round.
 - **Vacancy** = Remaining vacant seats + New vacancies due to cancellations of admissions from CAP/IL/ACAP.
 - Update the vacancy information on the website and notice boards.
 - Display the further schedule
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4. Day 4 – After completing Institute Level Admissions as per scheduled mentioned in advertisement.

- If seats remain vacant after Day 3, Invite and collect fresh applications received on Day 4. The Date of application here should be the date of Day 4.
 - Display the **provisional merit list**.
 - Conduct **spot rounds** according to the provisional merit list displayed on Day 4.
 - If seats remain vacant after Day 4:
 - Update the **vacancy information** on the website and notice boards.
 - **Vacancy** = Remaining vacant seats + New vacancies due to cancellations of admissions from CAP/IL/ACAP, at the end of Day 4.
 - Display the updated vacancy on the **Institute website** and **notice boards** in the evening after completing Day 4 activity.
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5. Day 5 – Repeat the Day 4 Steps

- If seats remain vacant still after Day 4, Invite and collect fresh applications received on Day 5. The **Date of application** here should be the date of Day 5.
 - **Repeat the same steps** as outlined earlier in regard to carry out spot round activities.
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6. Subsequent Days

- Continue filling the remaining vacancies by **repeating the above steps** until the **cut-off date**.
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7. Final List of Admitted Students

- Prepare the **final merit list** of admitted students, including:
 - **Serial Number (SN)**.
 - **Institute Merit Number** and **Merit Score**.

- **EN Number.**
 - **Full name** (as per SC registration).
 - **Course admitted** into.
 - **Date of admission** at the Institute Level.
 - **Type of seat** (ACAP or IL).
 - **Note:** The **date of admission** at the institute level is different from the date of admission recorded when uploading to the CET Cell Portal.
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Additional Considerations:

- **Transparency:** Ensure transparency by displaying information on **websites** and **notice boards** at every stage, including seat vacancies and merit lists.
 - **Real-Time Updates:** Continuously update **vacancy positions** and **schedules** on each day.
 - **Record Keeping:** Document each step day-wise with **photographic evidence/CCTV footage** to maintain accurate records.
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This **systematic approach** will ensure a smooth and transparent process for filling up ACAP and IL seats, adhering to the schedules and ensuring clarity for all applicants.

When conducting admissions of Institute Level Seats (IL) –

Consider Institute Level Rounds I, II, III

When conducting admissions of Against CAP (ACAP) –

Consider Institute Level Spot Rounds I, II, III