



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai, 400001

E-mail - maharashtra.cetcell@gmail.com

Phone Nos:- 022-22016153/57/59

Website - www.mahacet.org

No. HEC –B.Ed./2019/ Round IV INSTITUTIONAL LEVEL ROUND/2691

Date: 11th October 2019

Notice: B.Ed. 2019-2020 Institute Level Round.

Round IV Institute Level Round ACAP Seats. B.Ed. / B.Ed. (Special Education) 2019-2020

Candidates are required apply for Institutional Level Round On line through Candidate's login by selecting “**Apply for Institutional Level Round**” menu. 1st set the method preferences by selecting the menu. Then choose the colleges and add to shortlisted colleges for institutional round. Colleges selected and shortlisted till 16th Oct 2019 will be considered for merit list generation.

1. Last Institutional Level Round IV is being conducted only for the following Candidates: -

- Who have not been allotted any College in Round-I, Round-II & Round-III (Three On Line Rounds conducted by CET CELL)
- Who have been allotted college in Round-I, Round-II & Round-III, but candidate has not confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & not Freezed their Admission & Candidate has not paid the fees of the college and college has not admitted them through college login.
- Who have been allotted college of his/her First Preference in Round-I, Round-II, Round-III, but college has rejected their Admission due to wrong details filled in CAP Application form & college has not confirmed their admission through college login.

2. Already admitted candidates in Round-I, Round-II & Round-III who have confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & Freeze their Admission & candidate has paid the fees of the college and college has confirmed their admission & admitted them through college login are not eligible to participate for Institutional Level Round IV.

- If already Admitted candidates in Round-I, Round-II & Round-III who have confirmed their admission by paying Seat Acceptance Fess of Rs.1000/- on line & Freez their Admission & candidate has paid the fees of the college and college has confirmed their admission & admitted them through college login & want to participate for Institutional Level Round-IV, **will have to cancel their earlier admission** through college login as per the Schedule. Such candidates should report the college for cancellation of Admission by submitting the written Application for cancellation of Admission. Colleges will cancel the admission through college login and generate the on line Admission Cancellation Acknowledgment Receipt. The Principal of the colleges will provide the Print out of the on line Admission Cancellation Acknowledgment Receipt to the candidate & college will keep one copy with the college. **Then only after cancellation of the earlier admission, candidate will be eligible to participate for Institutional Level Round-IV.**

Candidate should take a judicious decision before cancelling the Admission. If No college is Allotted in Institutional Level round, Candidate himself will be responsible for the same. Candidates whose Application form were incomplete will also be able to edit their application forms and upload the correct documents as per the schedule given below:

It is being underlined and brought to the notice of the Stake holders that there will not be document scrutiny/e-verification of the Application form and the uploaded documents for Fourth Round.

Hence candidates are advised to change the contents of application and change the documents if only it is necessary.

When new documents are uploaded, the new documents take the place of the old one. In view of this candidate are requested to upload all the documents in the section again when a particular document is being newly uploaded.

The candidates should visit the admission portal and from their own log in they should short list the college/s using “Apply for Institutional Level Round” menu

It is being made clear that the candidates who have confirmed their admission in the First/Second (Betterment Round) and or in the Third Round will not be eligible to apply for this round Unless the candidate cancels his admission confirmed in the earlier round as per the prescribed schedule given below.

3. Steps involved in Filling On Line Form for Round IV Institutional Level Round: -

3.1 On the “On Line Admission portal” a NEW TAB ‘**Apply for Institutional Level Round**’ will be added to SHORTLIST one or more colleges solely by the candidate from his own log in. The candidates should visit the admission portal and from their own log in they should short list the college/s using “SELELCT COLLEGES FOR INSTITUTIONAL LEVEL ROUND” button. The CET Qualified and CAP registered eligible candidates may select colleges he/she is interested in for Fourth Institutional level on line Round for ACAP seats. It is being clarified that the colleges marked by the candidates will **NOT** be considered as Preference.

3.2 Already Admitted Candidates with any preference should **CANCEL** their admission first in order to participate in Institutional Round as per the Schedule. **After cancellation they will be able to APPLY for Institutional Level Round IV.**

3.3 If forms are reopened for Editing, Candidates **MUST** invariably “Submit” it, otherwise unsubmitted Application forms will not be considered for generating Institutional Round Merit list.

3.4 College wise Merit list will be generated **ONLY ONCE** after the period given for selection of colleges is over.

3.5 Each college will have its own Merit List Indicating Candidate’s Rank as per the Inter-Se-Merit and also indicating his/her rank in the category displayed in its log in area for ACAP Seats.

3.6 There will be No scrutiny of the Application form data and the documents uploaded by the Candidate. The College where the candidate is seeking admission will be responsible for the Physical Verification of the documents against those uploaded in the system and Application form data. Based on document scrutiny it will be admitting college’s prerogative (a right or privilege exclusive) decide whether to or not admit the candidate. On this backdrop it is candidate’s responsibility to upload the correct documents at correct place matching with the details filled in the CAP Application form and also carry the original documents at the time of admission.

3.7 It is recommended that all candidates should report to the college by 11 a.m. (noon)and colleges should start admission from 12 noon onwards **ONLY** for the first day. For the remaining days’ college should co-ordinate the timings based on the number of candidates who are physically present.

3.8 Candidates must **CONFIRM SEAT ACCEPTANCE** from their own login if their name appears in **multiple SELECTION LISTS** of colleges. **Once confirmed the candidate must proceed to take admission to the confirmed college. Once one college is confirmed the selection to other colleges will be cancelled.**

3.9 Candidates in waiting list will have to wait till selection list admissions are complete. Seats vacant after this round will be considered for waiting list candidates. Selection list candidates will not be admitted to the same college during waiting list admissions.

Sr. No.	Important Event	From	To	Remarks
1	Display of Notice on the Admission website	11-10-2019	-----	State CET CELL
2	Colleges display the vacant CAP seats to be filled in on the College Website and College Notice Board.	13-10-2019	----	Respective registered Colleges
3	Already Admitted Candidates cancel the Admissions (if they want to seek admission in the Fourth Institutional Level Round	13-10-2019	15-10-2019	Admitted Candidates in First/ Second/ Third Round.
4	CET CELL Displays the College wise updated Vacancy position on the admission portal	16-10-2019	-----	www.mahacet.org/ Respective admission portal of the course .The Colleges update the vacancy position on the college web site and on the college Notice board.
5	CET qualified CAP registered candidates whose application form were rejected in the First/ Second/ Third round by the Admitting College/ or whose application forms are On Hold can edit their CAP Application Form and upload corrected/updated documents if any	13-10-2019	16-10-2019 up to midnight	www.mahacet.org/ Respective admission portal of the course 1) After uploading documents candidate must lock the application form from their log in to be considered in the 4th round. 2) Incomplete or Unlocked Application forms will not be considered for allocation for Round IV. 3) The System will not verify the form and documents. The verification will happen at the Level of the admitting college. If wrong candidate is admitted, then both the candidate and the college will be responsible for the consequences.
6	Candidates short list the College/s using APPLY FOR INSTITUTIONAL LEVEL ROUND MENU and submit Application form for Institutional Level Round. The candidate's Application form automatically gets attached to the INSTITUTIONAL ROUND Form	13-10-2019	16-10-2019 up to mid night.	www.mahacet.org/ Respective admission portal of the course

7	Colleges can check the Merit List by clicking on VIEW Merit List Button from the College Log in. Display the system generated downloaded Merit list on the college website and Notice Board.	17-10-2019 3.00 pm Onwards	-----	www.mahacet.org/ Respective College will click on the button “VIEW Merit List Button” to view/download Merit list. Candidate will be able to view the merit list generated for the colleges they have applied on the Admission Portal.
8	The Candidate freezes the option from his log in before reporting to the college.	18-10-2019	19-10-2019	On the respective admission portal. The candidate exercising the freeze option for the particular opted college in round Four
9	1) Candidates seek admission in the College in the Fourth Institute level ACAP round. 2) The College will generate the Provisional Allotment Letter , verify the documents match with the original uploaded documents from the College Log in if candidate is to be admitted.	18-10-2019	19-10-2019	Colleges update the admitted status on line Candidate reports to the College of the choice as per the Schedule For seeking Admission.
10	CET CELL will display the Vacant Seats	20-10-2019	----	Colleges update the admitted status on line On respective admission portal
11	Colleges admit the candidates from the waiting list	24-10-2019	01-11-2019	Candidate reports to the College of the choice as per the Schedule for seeking Admission. (Excluding Election Holidays and Diwali Public Holidays)
12	Colleges Upload The Admitted Students Status On Line through their Login and download the Admission Status Report	Up to 02-11-2019	-----	On respective Admission Portal
13	Cut- off Date of Admission	04-11-2019	-----	No Admission after the Cut-off Date.

(Anand E. Rayate, IAS)
Commissioner & Competent Authority,
State CET CELL, Maharashtra, Mumbai.