

Standing Instructions TO CANDIDATES for filling/rectifying in the CAP form  
DURING GRIEVANCE PERIOD.

Sr. No.	Issue	What should Candidate do	What to check	Guidelines
*	2	3	4	5
1	Candidates doing three Years engineering Diploma in place of HSC.	<p>1) Three Years Diploma to be accepted in place of HSC.</p> <p>2) Candidate to upload all marks memo along with conversion certificate as single document</p> <p>3) Aggregate marks to be entered.</p>	<p>All years'/ Semesters Marks Memo's Aggregate marks to be considered. Match marks memo with the CAP Application form.</p>	<p>1) In place of English Marks first Year/ Semester's communication Language/skill papers marks to be entered.</p> <p>2) If conversion certificate is not there but the marks filled in are correct then give conditional approval</p> <p>3) Candidate to upload the conversion certificate before seeking admission in the Admitting college</p>
2 a	Graduation Aggregate Marks of All Years' & All Semesters.	<p>1) All Years'/ Semesters/ Marks to be totalled by the candidate and filled in the application form.</p> <p>2) Candidate has to upload the all Years'/Semesters Marks memo along with conversion certificates</p> <p>3) where Grades CGPA is provided it is the duty of the Candidate to provide conversion of marks in conversion certificate.</p>	<p>All years'/ Semesters Marks Memo's Aggregate marks to be considered. Match marks in marks memo/conversion certificate with the CAP Application form.</p>	<p>1) If conversion certificate is not there but the marks filled in are correct then give conditional approval</p> <p>2) Candidate to upload the conversion certificate before seeking admission in the admitting college.</p> <p>3) Candidate having Degree after Engineering diploma will be admitted to direct second Year of engineering. For such Candidates seek three year's Marks Memo.</p> <p>4) No Candidate with Two Year's Degree is to be approved in Graduation Section.</p> <p>5) No candidate who has filled in only final year's Marks or Second and Final Years marks is be approved.</p> <p>6) Candidate who have Uploaded only Final year Graduation Mark sheet on which all three years marks are clearly mentioned &amp; Printed, (No CGPA cases) and candidate has filled in correct Aggregate Marks &amp; Percentage in CAP form, then CAP form of such</p>

				<p>candidate should be Approved.</p> <p>CAP Form of such candidates should not be kept on Hold for uploading F.Y. &amp; S.Y. Mark sheets candidates will upload all marks memo while seeking admission in Admitted college.</p>
2 b	<p>Post Graduate Degree Aggregate Marks of all Years'/ All Semesters</p>	<p>1)All Years'/ Semesters/ Marks to be totalled by the candidate and filled in the application form</p> <p>2)Candidate has to upload the all Years'/Semesters Marks memo along with conversion certificates</p> <p>3) where Grades CGPA is provided it is the duty of the Candidate to provide conversion of marks in conversion certificate.</p>	<p>1)Check eligibility Criteria to PG</p> <p>2) Candidate not having minimum marks in UG can be eligible on PG.</p> <p>3) CA Degree/ Post Graduate diploma is not to be accepted.</p> <p>3) All years'/ Semesters Marks Memo's Aggregate marks to be considered. Match marks in marks memo/conversion certificate with the CAP Application form</p>	<p>1) If conversion certificate is not there but the marks filled in are correct then give conditional approval</p> <p>2) Candidate to upload the conversion certificate before seeking admission in the admitting college.</p> <p>3) No candidate who has filled in only final year's Marks or Second and Final Years marks is to be approved.</p> <p>4) Candidate who has done graduation from the State of Maharashtra and has done PG from outside Maharashtra is an OMS Candidate.</p>
3	<p>i)Non Creamy Layer Certificate</p> <p>ii)Caste/ Tribe Validity Certificate</p> <p>iii) Economically Weaker Section certificate.</p>	<p>1)Upload NCL/CVC/EWS Certificate.</p> <p>2) Remove Receipt of NCL/EWS/ CVC.</p> <p>3) If NCL/CVC/EWS certificate is not available convert your form to "OPEN" by changing previously filled Category.</p> <p>4) Candidate to make changes in application form..</p>	<p>For MS category Candidates kindly verify</p> <p>Non Creamy Layer Certificate</p> <p>ii)Caste/ Tribe Validity Certificate</p> <p>iii) Economically Weaker Section certificate.</p>	<p>1)No receipt of NCL/CVC/EWS is to be accepted.</p> <p>2) Approve the form where NCL/CVC/EWS is uploaded in category.</p> <p>3) Candidates not having NOT UPLOADED NCL/CVC/EWS should be guided through remark to "edit form and convert to Open category" during Grievance period.</p> <p>4) No Receipt of Domicile Certificate is to be accepted.</p>
4	<p>Conversion certificate and All Years/Semesters marks memo issue.</p>			<p>1)Candidates not filling Aggregate marks of All Years' Semesters are to be kept on hold.,</p> <p>2)Candidates filling correct marks of all years/semesters but not uploading the conversion certificate is to be conditionally approved</p>

				3) Candidate to upload the conversion certificate before seeking admission in the admitting college.
5	Matching the information in the application form and uploaded documents.	Candidates to re-verify and review the form and its attachments and match the information filled in with the documents uploaded.		E-scrutiny team to check the details of the form with the documents, then only approve it. 2) If there is any mismatch between the information filled in and the document uploaded raise the grievance
6	Minority candidates two documents uploading. domicile/ Proforma 'O' Linguistic / Religious Minority Community	<p><b>Candidate should Upload:</b></p> <p>1) Domicile Certificate of the candidate. OR 1) Birth certificate mentioning the place of birth which is in Maharashtra. AND 2) Proforma-O OR 2) Leaving certificate having Information pertaining to Religion / Mother tongue</p> <p><b>Candidate should Upload any one document from the documents mentioned in 1) &amp; 2)</b></p>	<p>1) Domicile certificate of the candidate belonging to the State of Maharashtra OR 1) Birth Certificate Mentioning the place of Birth which is in Maharashtra state. 2) Proforma O signed by the Candidate OR 2) Leaving Certificate having Information pertaining to Religion / Mother Tongue</p>	<p>Minority Candidate must belong to MS candidature. He must be born or domiciled in Maharashtra And Studied the qualifying examination in Maharashtra. 1) Domicile certificate of the candidate belonging to the State of Maharashtra. (No Receipt of Domicile Certificate is to be accepted.) OR 1) Birth Certificate Mentioning the place of Birth which is in Maharashtra state A AND 2) Declaration of the Candidate for the respective Linguistic / Religious Minority Community in Proforma "O" and OR 2) Leaving Certificate having Information pertaining to Religion / Mother Tongue. <b>Candidate should Upload any one document from the documents mentioned in 1) &amp; 2)</b></p>
7	Matching names of the Candidates in all documents.		Some candidates have multiple name pattern in various documents like i) CET Application	If No single pattern of name is observed the form should be conditionally approved and the candidate has to upload the detailed affidavit specifying the variety of names in

			<b>ii) CAP Application</b> <b>iii) SSC and HSC</b> <b>iv) Degree/ PG marks Memo</b> <b>v) Domicile certificate</b>	<b>documents and reason for that variance at the level of admitting college.</b> <b>If there is variance in name in Caste certificate/ Caste validity, NCL then the affidavit and change of documents with a period of one month is to be allowed.</b>
<b>8</b>	<b>Mumbai and Pune University Candidates.</b>	<b>Mumbai university candidates had filled in final Year/ Semester marks</b> <b>Pune University candidates had filled in SY/TY Marks.</b> <b>They have to fill in all three/four Years/Six/eight semester Marks.</b>	<b>Aggregate marks of all years/</b> <b>Aggregate marks of all semesters</b>	<b>Aggregate marks of All years are must.</b> <b>If not Grievance is to be raised.</b>

- **DUE TO COVID -19 THE FACE TO FACE VERIFICATION AT FC WAS NOT POSSIBLE AND HENCE WAS RULED OUT ON SAFETY NORMS CRITERIA.**
- **Though above instructions are the part of the Information Brochure and the various notices issued by CET CELL, CET CELL is publishing them again in Tabular form.**
- **The verification through E-scrutiny is primary scrutiny and cannot be considered as fool-proof scrutiny.**
- **The Final scrutiny is going to happen at the level of Admitting College.**
- **If admitting college approves any wrong admission that admission will not be approved by DHE and ARA.**
- **Hence all candidates are requested to verify their own form and the documents uploaded in their own interest and avoid rejection.**