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Govt. of Maharashtra

GOVT. COLLEGE OF ENGINEERING, KARAD
(An Autonomous Institute of Govt. of Maharashtra)
Vidyanagar, Karad -415124 Dist.- Satara

Date: 06/09/2024

**Institute Level Counseling (Spot) Round Admission for
First Year MCA
On 10th September 2024**

Sr. No.	Timing	Schedule Activity
1	Up to 11.59 PM on 9 th September 2024	Online Registration
2	11.00 AM on 10 th September 2024	Display of Provisional Merit List
3	11.00 AM to 12.00 PM on 10 th September 2024	Reporting and Removal of Grievances, if any
4	12.30 PM on 10 th September 2024	Display of Final Merit List for the round
5	01.00 PM onwards on 10 th September 2024	Allotment & Admissions

Activities for Institute level round :

1. Interested eligible candidates must register online through the link provided on college website.
2. **Non Refundable** Registration Fee for the institute level round is **Rs.1000/-**
3. Report in person at the venue on the day of institute level admission round.
4. Verification of applicable original documents as notified by CET Cell.
5. Display of Merit list of reported candidates.
6. Call for seat allotment by counseling to available seat type (Gen/reserved) as per inter-se merit.
7. Student must give Seat Acceptance or Rejection at the time of his turn.
8. Submission of Institute Admission Fee through online mode only.
9. Seat allotment based on available vacancy.
10. Submission of required original documents.
11. Confirmation of the allotted seat to the candidate.
12. Issue of allotment letter

General instructions for Candidates appearing for Institute Level Round:

1. As per the instructions given in Information Brochure for Undergraduate Technical courses A.Y. 2024-25 Institute Level Round against the vacant seats at Government College of Engineering Karad after CAP rounds of State CET Cell, Government of Maharashtra for the academic year 2024-25 will be carried as per the inter-se-merit only.
2. It is mandatory to bring FC verified acknowledgement along with original documents mentioned for their respective category for participating in the round.
3. The students interested to participate in the Institute Level Round are required to register online paying non-refundable **processing Fee Rs. 1000/- (Rupees One Thousand only)** through the link <https://rzp.io/l/spot-mca2024-25> before 09th September 2024, 11:59pm.
4. Candidate will lose claim to participate in the admission counseling process, if he/she fails to produce ALL the applicable original documents at the time of document verification during

counseling round. In case a candidate has taken admission elsewhere he/she will be required to submit/produce original fee receipt and the candidate should submit undertaking stating that original documents will be submitted by him/her within four working days from the date of reporting.

5. The admissions will be made strictly in the order of inter-se-merit from amongst the candidates who report in person for admission against the seats available in various branches at the time when the candidate actually reports for admission by counseling.
6. Candidates are advised to be present in the Counseling hall and wait for their turn as per inter-se-merit. If a candidate is found unavailable when called, the next candidate on the merit rank would be called for allotment of seat and the unavailable candidate may miss his/her chance of merit based seat allotment.
7. If a candidate of higher merit reports late during the process of counseling, the candidate may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs. Such a candidate shall be given preference for admission over the candidates with lower rank present at that point of time. The decision of the admission in-charge shall be final and binding.
8. Confirmation of the allotted seat to the candidate is subject to the submission of the requisite Institute admission fees and applicable original documents immediately. With this candidate confirms the admission through the acceptance of allotted seat.
9. If a candidate fails to pay the requisite institute admission fee (For their respective category), before the seat allotment, such candidature will be withdrawn and the seat will be allotted to the next candidate on the merit list. Part payment will not be accepted under any circumstances.
10. After allotment of seat, candidate will be issued an allotment letter duly signed by the Authority of GCEK. The allotted Course/Branch as requested by the candidate is final and cannot be altered later.
11. Candidate must be present in person at the time of counseling.
12. In case of cancellation of confirmed admission after cutoff date, admission fee paid by the candidate will not be refunded under any circumstances. Returning of applicable original documents submitted by such candidates at the time of seat allotment will be carried out within one working day after the receipt of request for 'admission cancellation form' from the candidate. Such candidates have to apply in the prescribed format for cancellation of admission and for collecting the documents candidate will have to report personally with the original Admission Allotment Letter issued at the time of Counseling/Admission as mandatory document.

Documents Required **

1. Documents common for all Categories

- a) School Leaving Certificate Original
- b) HSC Mark sheet Original
- c) SSC Mark sheet Original
- d) Nationality and Domicile Certificate Original
- e) Receipt-Cum-Acknowledgement of document verification by Scrutiny Committee.
- f) One set of photocopy of all above documents.
- g) Already admitted students (to any college) must bring Receipt-Cum-Acknowledgement of confirmation of admission original.

2. Documents exclusively for OBC, VJNT,SBC, NT-B, NT-C, NT-D, SEBC in addition to above

- a) Caste Certificate Original
- b) Caste Validity Certificate Original
(Receipt is allowed only for OBC & SEBC as per GR संकिर्ण-२०२४/प्र.क्र. ७५/आरक्षण-५ Dated 22th July 2024 & 05th September 2024 respectively)
- c) Non-Creamy layer Certificate Original

3. Documents for Reserve Category (SC, ST)

- a) Caste Certificate Original
- b) Caste Validity Certificate Original