Date. 08.09.2026

STANDARD OPERATING PROCEDURE (SOP) FOR A-CAP AND INSTITUTE QUOTA (IQ) ADMISSIONS

1. **Announcement of Candidates as per Merit**
   The names of candidates shall be announced from the dais which will be strictly in accordance with the Merit List published on the institute's official website. The admission process (everyday) shall commence from Merit No. 1 and proceed sequentially in accordance with the published Merit List.

2. **Reporting by the Candidate**
   When the candidate's merit number is announced, the candidate shall report to the designated Teacher Representative stationed near the dais, along with the required Demand Draft and all relevant documents prescribed for the admission process.

3. **Failure to Report at the Time of Announcement**
   If a candidate fails to report when his/her merit number is announced, the candidate shall have no claim over the seat(s) available at that particular stage.

   Such a candidate may subsequently be considered for admission only against the seat(s) available at the time of his/her actual reporting, subject to the applicable merit and admission rules.

4. **Availability of Demand Draft and Required Documents**
   Candidates who fail to produce the required Demand Draft and all relevant documents at the time of reporting shall have no claim over the seat(s) available at that stage.

   Such candidates shall not be permitted to proceed with the admission process until the prescribed requirements are fulfilled.

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5. **Branch Selection and Confirmation of Admission**
   The candidate shall first complete the prescribed form provided by the Teacher Representative.

   Thereafter, the candidate shall proceed to the stage, where the available branches shall be offered in accordance with the candidate's merit and the availability of seats.

   The concerned authorized authority shall confirm the candidate's allotment by recording the allotted branch on the prescribed form and duly countersigning it.

6. **Payment of Fees and Registration on the MHT-CET Portal**
   After confirmation of the seat, the candidate shall proceed to the Accounts Section at the designated stage and pay the prescribed admission fee.

   As the final step of the admission process, the candidate's admission shall be registered on the MHT-CET portal. The candidate shall complete this registration then and there, before leaving the admission venue.

7. **Cancellation of Admission Taken at Another Institute**
   Before registering the admission on the MHT-CET portal, the candidate must ensure that any admission previously taken at another institute has been duly cancelled.

The candidate shall be responsible for completing the cancellation of the previous admission before proceeding with registration of the new admission.

Prof. Varsha Joglekar
Admission Co-ordinator

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Prof Avinash Gondal
Incharge Principal