Date. 08.09.2026

STANDARD OPERATING PROCEDURE (SOP) FOR SPOT ADMISSIONS (13/9/2026, 14/9/2026)

01. **Announcement of Candidates**
The candidates will be asked to report to institute and will be allotted to assemble in a designated seminar hall/classroom from 10.00 am to 5.00 pm. Whenever the institute receives any cancellation the same shall be announced in the designated seminar hall/classroom by our Teacher representative. The candidate with the highest merit shall be offered the seat strictly in accordance with the admission rules.

2. **Reporting by the Candidate**
The candidate shall report to the designated Teacher Representative, along with the required Demand Draft and all relevant documents prescribed for the admission process.

3. **Failure to Report at the Time of Seat availability**
If a candidate fails to confirm admission when the seat is offered, the candidate shall have no claim over the seat(s) available at that particular stage.

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 seat availability 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.

5. **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.

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6. **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.

This mode of admission towards the end of the admission process has been necessitated to avoid vacancies,

As notified by MHT-CET cell (admission authority) no refund shall be shall be given after cut off day and time of 13/09/2025, 5:00 pm.

Varsha

Prof Varsha Joglekar
Admission Co-ordinator

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Prof Avinash Gondal
Incharge Principal