SINHGAD TECHNICAL EDUCATION SOCIETYS'S
NBN SINHGAD TECHNICAL INSTITUES CAMPUS, PUNE

HANDBOOK

Against CAP Vacancy Round

Institution-Level Admissions after CAP Rounds

Academic Year 2026-27

REGULATORY BASIS

Prepared with reference to the Government of Maharashtra / State Common Entrance Test Cell Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses (2026-27), particularly Rule 13 - Admissions in Institutional Quota and vacant seats after CAP, read with Rules 7, 8, 12, 14 and 15.

This handbook is an institutional process guide. In case of any change, clarification or direction issued by the Competent Authority / Appropriate Authority, the latest official direction shall prevail.

1. Against CAP Vacancy Round at a Glance

Admissions against Institutional Quota and vacant seats after CAP Rounds

This round is intended to fill eligible vacancies remaining after the CAP process through a transparent institution-level process and Inter-Se-Merit. The institutional schedule below is prescribed for this admission cycle.

Stage	Date / Time	Candidate Action / Institutional Action
Application Period	Till 09/09/2026 12.00 Noon	Eligible candidates submit the prescribed application with required documents.
Display of Provisional Merit List	10/09/2026 at 02.30 pm	Institution publishes the provisional Inter-Se-Merit list and invites attention to any notified correction mechanism.
Display of Seat Matrix (Vacant Seats) and Final Merit List	10/09/2026 at 05.00 pm	Institution publishes the final Inter-Se-Merit list after completion of the stated verification / scrutiny process.
Date and Time of Reporting for Against CAP Vacancy Round/ IL Round	FE 10/09/2026 at 10.00 am (Institute Level (IL) Admission Round FE 10/09/2026 at 11.00 am (Against CAP Vacancy Admission Round) DSE 10/09/2026 at 03.00 pm	Institution conducts admissions against available vacancies strictly according to final Inter-Se-Merit and applicable seat rules.

IMPORTANT

The schedule is the institutional schedule specified for this handbook. The vacancy position, time of reporting/seat availability, and course-wise details shall be displayed on the institution notice board / website. No admission shall be made outside the notified process.

2. Objectives of the Round

- To provide a transparent opportunity to eligible candidates for seats remaining vacant after CAP.
- To prepare and use a single, properly verified Inter-Se-Merit list for institution-level admissions.
- To ensure that vacancies are filled category-wise and then by Inter-Se-Merit in the sequence prescribed by Rule 13.
- To maintain immediate online updating of admissions and cancellations.

3. General Rules of Admission

1. Admissions under this process shall be made after the CAP Rounds and in a transparent manner, strictly according to the Inter-Se-Merit of candidates who have completed the prescribed verification process.
2. The admission schedule is as above and the Vacant seats (Seat Matrix) in each course will be made available at institute website and on notice board of institute.
3. An aspiring candidate must fulfill the eligibility criteria prescribed by the Government and Appropriate Authority for the concerned course. The institution shall not relax prescribed eligibility conditions.
4. Candidates applying directly to the institution shall be considered through the institution-level process. Rule 13 also provides a route through the Competent Authority website up to the date of allotment of the final CAP Round; such applications are forwarded to the institution after CAP Round-IV and must also be considered in the Inter-Se-Merit.
5. After verification of the required documents, the institution shall prepare and display the Inter-Se-Merit list for institution-level seats, Institutional Quota, relevant supernumerary quota seats and vacant seats after CAP, on the notice board and website.
6. If a CAP seat remains or becomes vacant after CAP, it shall first be filled from the same category for which the seat was earmarked during CAP. If still vacant, it shall be filled on the basis of Inter-Se-Merit of applicants.
7. While filling such vacancies, preference shall be given to Maharashtra State Candidature candidates over All India Candidature candidates on the basis of Inter-Se-Merit.
8. All admissions and cancellations shall be updated immediately through the online system. The institution shall maintain complete records supporting the merit position, verification and admission decision.

CORE PRINCIPLE

No discretionary admission outside the published Inter-Se-Merit and applicable seat sequence should be made. The process must remain traceable from application -> verification -> merit -> vacancy -> admission -> online update.

4. Seat Treatment in the Round

- Institutional Quota seats are institution-level seats as declared by the Government / Appropriate Authority. Rule 7 also permits specified candidature types for these seats, subject to the prescribed conditions.
- The Round vacancy display should clearly distinguish Institutional Quota vacancies, CAP vacancies remaining after CAP.

5. Eligibility and Document Verification

For First Year Engineering / Technology (B.E./B.Tech.), the brochure specifies course eligibility requirements including qualifying examination requirements and applicable entrance-test requirements. The institution shall verify the exact eligibility of the candidate for the programme applied for; this handbook does not replace the course-wise eligibility provisions of the official brochure.

FIRST YEAR ENGINEERING - ESSENTIAL CHECK

For Maharashtra State Candidature candidates, the 2026-27 brochure states, among other requirements, Indian citizenship; qualifying 10+2 / equivalent with Physics and Mathematics as compulsory subjects plus a specified third subject; the prescribed minimum marks (45%, or 40% for specified Maharashtra reserved / EWS / PwD categories); and the required non-zero MHT-CET 2026 score. Alternative pathways stated in the brochure include specified Diploma in Engineering and Technology or D.Voc. routes.

5.1 Documents - Core Set

- SSC (Std. X) mark sheet.
- HSC / Diploma / B.Sc. mark sheet, as applicable.
- Qualifying examination mark sheet, as applicable to the course.
- Score card / mark sheet of the applicable entrance examination such as MHT-CET / JEE Main / other examination specified for the course.
- School Leaving Certificate, where required to substantiate a claim.
- Certificate of Indian Nationality of the candidate.
- Category / candidature / domicile / special-category certificates wherever applicable.
- Any additional document prescribed by the Government, Competent Authority, University or Appropriate Authority for the specific course or category.

5.2 Category-Specific Verification

- Type A: domicile / birth / leaving certificate indicating birth in Maharashtra, as applicable.
- Type B: domicile certificate of candidate / father / mother indicating Maharashtra domicile.
- Type C and D: prescribed employer certificates for parent employment, as applicable.
- Type E: prescribed Maharashtra-Karnataka border area and Marathi mother-tongue certificates, where applicable.
- SC/ST and other backward-class categories: caste / tribe certificate, validity certificate and Non-Creamy Layer certificate where applicable and valid for the admission cycle.
- EWS, Orphan, Defence, PwD, J&K/Ladakh Migrant, Foreign / PIO and similar categories: the specific documents prescribed in the official brochure / proforma shall be verified before merit inclusion or admission.

VERIFICATION RULE

The official brochure requires original certificates/documents to support the candidate claim. Eligibility shall be decided from the documents and applicable rules. A candidate with an invalid / fraudulent document or who does not meet eligibility norms is not eligible for admission.

6. Application, Scrutiny and Inter-Se-Merit

6.1 Application Process

1. Candidate obtains the Round admission notice, seat / course vacancy details and prescribed institutional application form or online option form on CET Cell web portal in the time line as per CET Cell.
2. Candidate submits the application within 04/09/2026 to 09/09/2026 up to 05.00 pm with accurate personal, candidature, qualification, entrance-test and category information.
3. Admission Cell performs document scrutiny and records verified / deficient status. Deficiencies, if any, must be handled strictly within the process notified by the institution.
4. Eligible applications are entered in the Inter-Se-Merit preparation data set. Ineligible applications are excluded with the reason recorded for audit trail.
5. The Provisional Inter-Se-Merit list will be displayed on 10/09/2026 at 12.30 pm, followed by the Final Inter-Se-Merit list at 03.30 pm.

6.2 Merit Basis for Engineering Admissions

The official brochure defines course-specific merit construction. For First Year Engineering and Technology, HSC candidates are ranked on the applicable CET / examination score. Diploma candidates are ranked on the percentage of marks on the basis of which the Diploma is awarded. Tie-breaking is prescribed in the brochure and must be applied exactly as notified.

Candidate stream	Merit / tie-break essentials
HSC candidate	Applicable CET / other prescribed examination score; ties resolved by higher Mathematics score, then Physics, then Chemistry, then prescribed Board-subject / HSC percentages.
Diploma candidate	Percentage of marks on the basis of which Diploma is awarded; ties resolved by higher SSC percentage, Mathematics, Science and English in that order.

MERIT CONTROL

Do not create an institution-specific preference that changes the statutory merit sequence. Where the official brochure provides a specific merit method or tie-break rule, that method shall be applied to the verified data.

7. Against CAP Vacancy Round - Admission Day Procedure

11/09/2026 | 11.00 am onwards

Step	Process	Control Point
1	**Freeze final data**	Final merit list, approved vacancy position and category-wise seat status become the working record.
2	**Call candidates in merit order**	Candidates are processed strictly according to the final Inter-Se-Merit and the applicable seat category.
3	**Check seat category**	A CAP vacancy is first considered for the same category for which it was earmarked during CAP; thereafter Inter-Se-Merit applies as prescribed.
4	**Verify originals**	Admission team verifies original documents, eligibility, candidature and category claim before accepting admission.
5	**Offer seat**	Seat is offered only when the candidate is eligible and the seat is available under the applicable rules.
6	**Collect applicable fees**	Candidate completes fee payment as prescribed for the institution / approved fee structure and receives the official receipt.
7	**Update online system**	Admission / cancellation is updated immediately in the online system and the institutional record is completed.
8	**Move to next candidate**	If the candidate declines, fails verification or does not complete the required step within the notified process, move to the next eligible candidate in the merit sequence, subject to applicable rules.

7.1 Admission Room Controls

- Keep the latest vacancy chart visibly available to the admission team and update it after each confirmed admission.
- Keep a signed / authenticated merit and admission record showing candidate merit number, course, category, document verification status, seat category, admission status and date/time.
- No oral assurance should be treated as an admission. Admission is effective only after completion of the prescribed institutional and online process.
- Any exceptional case or ambiguity should be escalated to the Principal / Registrar / designated Admission Committee rather than decided informally.

TRANSPARENCY STANDARD

The same published rules, merit sequence and vacancy position must be capable of explaining every admission made during Round.

8. Fee, Confirmation, Cancellation and Post-Admission Compliance

8.1 Fee and Admission Confirmation

- Collect the applicable fee strictly as per the approved fee structure / authority applicable to the programme and category.
  The College Fees are Rs. 1,11,066.00
- Issue the institution-approved fee receipt and preserve the admission transaction record.
- Admission shall remain subject to verification of the candidate documents and fulfillment of eligibility norms. The brochure states that an allotment / admission can be cancelled where documents are invalid or fraudulent or the candidate does not satisfy eligibility requirements.

8.2 Cancellation and Refund

- The candidate is required to apply online for cancellation and submit the duly signed system-generated cancellation application to the institution.
- Once the candidate submits the online cancellation request, the admission is treated as cancelled; the seat becomes available for further allotment.
- Where cancellation is within the notified last date for full-fee refund, the brochure provides for refund of the entire fee after deduction of Rs. 1,000 towards processing charges and return of original documents within two days from submission of the signed system-generated application.
- After the last date for cancellation with full fee refund, the candidate is not entitled to refund except Security Deposit and Caution Money Deposit, subject to the stated rules; the online cancellation link is deactivated after cut-off date.

8.3 Approval and Academic Bank of Credits

- After completion of the admission process, the institution shall prepare and submit the admission-approval proposal to the Director of Technical Education and the Admission Regulating Authority as required.
- The proposal includes admitted candidate details such as quota, candidature type, reservation, qualification marks and required documents.
- The institution is responsible for enrolling admitted candidates on the Academic Bank of Credits portal within eight days after confirmation of admission and before submission of the admission approval proposal, as stated in Rule 14.

8.4 Record Preservation - Minimum File

- Published Round notice and schedule
- Course-wise vacancy statement
- Application forms and document verification records
- Provisional and final merit lists
- Admission / rejection / cancellation record with reasons
- Fee receipts and online transaction evidence
- Online system update evidence
- Final admitted-candidate statement for approval submission

9. Candidate Checklist and Key FAQs

9.1 Candidate Checklist

- Completed the application within 04/09/2026 to 09/09/2026.
- Checked the course-wise eligibility and entrance-test requirement applicable to the programme.
- Uploaded / submitted clear copies of required documents and carried originals for verification.
- Provided correct candidature, category and qualifying-examination details.
- Checked the Provisional Merit List on 10/09/2026 at 12.30 pm.
- Checked the Final Merit List on 10/09/2026 at 03.30 pm.
- Reported / participated in the Against CAP Vacancy Round from 11/09/2026 at 11.00 am onwards as per institutional notice.
- Completed fee payment and obtained the official receipt after seat confirmation.

9.2 Key FAQs

Who can be considered in Round? Eligible candidates seeking admission against Institutional Quota and/or vacancies remaining after CAP, subject to course, candidature and seat rules.

Is merit optional at institution level? No. Rule 13 requires transparent admissions strictly according to Inter-Se-Merit.

What happens to a CAP vacancy? It is first considered for the same category for which it was earmarked during CAP; if still vacant, Inter-Se-Merit applies as prescribed.

Which candidature gets preference? Maharashtra State Candidature is preferred over All India Candidature on the basis of Inter-Se-Merit; other categories follow the applicable sequence and approvals.

Can admission be made without document verification? No. Required documents and eligibility must be verified before admission.

What if a document is invalid or fraudulent? Admission may be cancelled where the candidate is ineligible or documents / certificates are invalid or fraudulent, with further action as applicable.

10. Source & Administrative Note

Primary source: Government of Maharashtra, State Common Entrance Test Cell, Information Brochure for Admission to Under Graduate and Post Graduate Technical Courses (2026-27), Academic Year 2026-27. The handbook principally uses Rule 13 (pp. 88-89) and related provisions in Rules 7, 8, 12, 14 and 15.

Administrative note: Read this handbook with the latest directions of the Competent Authority, Directorate of Technical Education, University and other Appropriate Authorities. A later official circular / notification / revised schedule shall prevail.

Principal
NBN SINHGAD TECHNICAL INSTITUETS CAMPUS, AMBEGAON (BK), PUNE