User Manual of Online Admission Procedure for
The First Year Engineering and Technology Course for the Year 2021-22

New Registration (1st time user)

1. Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)

1. B) Go to the address bar and type the URL: https://fe2021.mahacet.org/StaticPages/HomePage and press Enter

General Note:

1] Candidates who have registered for MHT-CET 2021 are not required to pay any fee for registration for admission. However other candidates who have obtained score which is valid for admission in academic year 2021-22 in JEE (Main) and have not registered for MHT-CET 2021 are required to pay fee as given below only by Credit Card/ Debit Card/ Net Banking etc. through Online mode. Fees paid are non-refundable. (No other mode of payment shall be permitted.)
Candidates can register by clicking the **New Registration** button on the home page of the First Year under Graduate Technical Courses in Engineering and Technology Admissions 2021-22

**Step 1 - Select the candidature type -**

First candidates are asked whether they have appeared for MHT-CET 2021 exam And candidate required to read the important instructions mentioned.

**Important Instructions for Candidates:**

1. Read the information brochure carefully before filling in the CAP application form.
2. Make sure all supporting documents are available at the time of submission verification as specified by various authorities and as per the Proforma mentioned in the information brochure.
3. Before you submit your CAP application and confirm your CAP application by E-FAC or Facilitation Center, verify your Name, Category, Gender, Photo, Signature, Exam Marks and Name on Marksheet as well as any additional information, such as the status of the EWS, TWWS, validity, required format, etc.
4. Check daily SMS messages on your registered mobile number; login to your account to read messages in your message box, and registered e-mail for important information from State CET Cell until the end of the CAP process.
5. Check the official State CET website daily for the latest notification published by the State CET Cell.
6. Please check the important dates of the various activities and complete the activities according to schedule.

I have read all important instructions.
If the candidate clicks on the ‘Yes’ button, then the candidate required to enter the application number & seat number and Date of birth as enter in while filling up application form for MHT-CET registration and is all the details entered by candidate are correct then, click on the ‘Check CET Details’ button.

The candidate will then be shown the marks obtained in the common examination.

Here candidate need to make sure that the marks fetched are correct and truly belong to him/her, if in further process of verification it found that the marks/Name fetched belongs to other candidate then your application form will be cancelled without any prior notice.

If the candidate has not appeared for the MHT-CET 2021 exam, the candidate should click on the No button.
Candidates are then asked if they have passed the JEE (Main) 2021 exam. If the candidate clicks on the ‘Yes’ button, the candidate has to fill in the next step information. Otherwise, the candidate has to click on ‘No’ button and if eligible for Foreign National / NRI / PIO / OCI / CIWGC / NEUT / JKSSS then need to click on ‘Yes’ button. If not, click on ‘No’ button and the candidate will be asked whether he has passed the Engineering and Technical Diploma. If yes, candidate needs to click on the ‘Yes’ button below and fill in the information for the next stage.

Then click on ‘Save & Proceed’ button below.

**Personal Information Registration:**

After opening the online registration form, the candidates should first enter their full name (Candidate name should be as per HSC mark sheet), father's name, mother's name, gender, date of birth, religion, region, mother tongue, annual family income and nationality etc. The information has to be filled accurately.

![Registration Details](image)

**Communication Details:**

At this stage of the online registration application, information related to the candidate's correspondence address, state, district, taluka, village, pin code, telephone number (no problem if not) mobile number and email id. etc has been asked. Candidates are required to fill in the correct information as the candidates will receive communication/correspondence/instructions based on the above information.
Password Details:

At this stage of the online registration, the candidates have to enter the desired password as per the instructions on the screen to create an account and click on the ‘Save & Proceed’ button below.

OTP Verification:

At this stage of the online registration, the candidate will receive OTP on his/her mobile number mentioned by the candidate, for verification.

Enter the OTP received and click on the ‘Verify OTP’ button below. If you do not receive OTP on your mentioned mobile number, then click on ‘Retry on Call’ button, then candidate will get call from system regarding “OTP”.
Details of application ID received:

After verification of the OTP, application ID will be assigned to the candidate. This application ID needs to be preserved permanently throughout the process by the candidate.

Account Login:

To fill the remaining details, candidate needs to login, to login candidate needs to enter the Application ID and Password. As shown below:
Selection of Scrutiny mode:

After login candidate have to select Scrutiny mode;

As candidate can view there are two Scrutiny mode candidates are free to select their choice of Scrutiny mode as per convenience.

1] E-Scrutiny Mode

2] Physical Scrutiny Mode

Process for E-Scrutiny Mode selected candidates:

- Such candidate shall fill online application form and scan original document and upload the required documents from any computer/smartphone connected to internet from anywhere.
- Such candidate need not have to visit to FC for verification and confirmation of the application form. His/Her application & documents shall be verified and confirmed by the FC through e-Scrutiny Mode.
- During e-Scrutiny of Application Form of such candidate:
  - If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement.
  - If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login.
  - Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login.
  - Candidate shall edit the reverted Application in given schedule e-Scrutiny through his/her login.

Process for Physical Scrutiny Mode selected Candidates

- Such candidate shall visit the facilitation Centre online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form.
- After verification & Confirmation of application form, FC shall issue the receipt cum Acknowledgement.
Personal Information:

In the Application form candidate required to complete the 10 stages are shown on the candidate's login dashboard, out of which the first stage has been completed and the remaining stages are required to the candidates to complete.

Candidates will not be able to send their online application for e-scrutiny till the total 09 steps on the dashboard are completed.

To send your application form verification candidate required to complete the remaining steps on the dashboard.

Also a message about the current status of the application is displayed on the main page.
Step 2: Select Candidature Type:

In this, the candidate has to choose the type of candidature.

Details of Candidature type is given on screen for candidate reference

Candidates should select the candidature type as per the rule and click the Save & Proceed button below.

Select Home University and Category Details:

In this section candidate asked fill Home University details:

If candidate selects candidature type as Type – A then he/she need to fill the details of SSC and HSC passing based on candidates passing district candidate home University will be displayed on screen.
Candidature Type Maharashtra - A –

a) Candidates who have opted for Maharashtra-A type are required to select one of the documents like birth certificate or domicile certificate or school leaving certificate to be a resident of Maharashtra and upload the certificate at the time of filling up the application.
b) Also, the candidate should select the district from which he has passed 10th.
c) The candidate also should choose the District and Taluka which has passed 12th or equivalent examination.

Candidature Type Maharashtra - B –

a) Candidates who have selected Maharashtra-B type have to choose to have a domicile certificate of either the candidate or the mother or father and upload the certificate at the time of filling up the application.
b) Also select the district and taluka where the above selected person resides.

Candidature Type Maharashtra - C –

a) For candidates who have selected Maharashtra-C type, the candidate's mother or father who is currently serving in the Central Government Office or in the Government Service in the Central Authority office should select one of them.
b) Also, the district or taluka of Maharashtra where the father or mother of the candidate is working should be selected.

Candidature Type Maharashtra - D–

a) For candidates who have opted for Maharashtra-D type, the candidate's mother or father who is currently serving in the Government office in Maharashtra or in the office of the Authority in Government service or after retirement is required to select one of them and upload the Proforma-B sample at the time of filling up the application.
b) Also select the district and taluka where the father or mother of the candidate is working / settled after retirement.

Candidature Type Maharashtra - E –

a) For the candidate who has selected Maharashtra-E type, the candidate should select the district from which he has passed 10th in Maharashtra-Karnataka border.
b) Candidates should also choose the district and taluka where they have passed 12th or equivalent examination and have to upload Proforma-G-1 and G-2 while filling the application for being a resident of Maharashtra-Karnataka border.
Candidates should fill in the information regarding the type of candidature and select the following category.

Category details:
For the candidates who selected candidature type Maharashtra-A to Maharashtra-E, those candidates are asked to fill the information about category details. There are a total of 9 main categories. The candidate has to select a category based on category candidate eligibility and required documents will be asked to the candidate where candidate needs to select the status of the document and upload the same in the required document section to claim the benefits after entering the details. Candidate needs to click the ‘Save & Proceed’ button as shown below.

Let us first briefly look at all the categories.

**Open**

If candidates select Category as “Open” category are eligible for Economically weaker section (EWS).

Candidates those want to apply for Economically weaker section (EWS). Need to make sure that, The combined income of the families mentioned by the candidates in filling in the personal information. Whose family income from all sources is less or up to 8 Lakh. Such candidates are eligible for the category of Economically weaker section (EWS).

If Candidate select “Yes” in Drop Down then EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राजाधी-4019/प्र.श.31/16-अ, dated 12th February, 2019 only)

If “Apply But Not Received” status is selected, then, the candidate has to provide EWS Certificate Application Number, date of application, district, and Taluka where the application was submitted and required to produce the original documents before the Institute reporting of CAP round 1 otherwise allotted seat will be cancelled if candidate failed to submit the original document.
If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

**Scheduled Caste (SC) / Scheduled Depository (ST) –**

The Candidates who belong to the category of Scheduled Castes / Scheduled Tribes at the beginning should select the option "the Scheduled Castes (SC) / Scheduled Tribes (ST) category."

The candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, Not Applied"

If the candidate selects the “Available” Status, then, the candidate is required to Upload the Caste Certificate clearly mentioning the Category of the Candidate

If the candidate chooses the status “Apply But Not Received", then the candidate should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Similarly candidate needs to select the status of caste / tribe validity certificate

Note: If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

**The Candidates who belong to the category of Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B) / Nomadic Tribes-C (NT2 (NT-C) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) should select the caste category as applicable.**

The candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, Not Applied"

If the candidate selects the “Available” Status, then, the candidate is required to Upload the Caste Certificate clearly mentioning the Category of the Candidate

If the candidate chooses the status “Apply But Not Received", then the candidate should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.
Similarly candidate needs to select the status of caste / tribe validity certificate And Non - Creamy Layer Certificate.

Note:

If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

Step 4 - Special Reservation Details –

In this, the candidate has to fill in the information about the special reservation

The brief information about the Person of disabled / handicapped.

a) Disabled / Handicapped Person - In this, if the candidate is Disabled / handicapped person, then candidate need to select “Yes” in dropdown otherwise select “Not Applicable”

Note:
Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities

Five Percent (5%) seats of total seats for Maharashtra candidates per course coming under CAP shall be reserved for Candidates having any of the following minimum 40% benchmark disability.

b) Parent in Defense Service - In this case, if the parents of the candidate are working in the Defense Service or have retired from the Defense Service, then the type of Defense Service. Then candidate Need select “Yes” otherwise Select “No”.

Note:

If Candidate select “Yes” then need to upload the document Proforma-C in required document section (Format given in information brochure)

c) Tuition Fee Waiver Scheme-

If candidate want to apply for Tuition Fee Waiver Scheme then candidate need to check the eligibility criteria for TFWS,

✓ Only Maharashtra State Candidature candidates are eligible for these seats

✓ Eligible Maharashtra State Candidates having their parent’s annual income less than Rs. 8 Lakh (Rupees Eight Lakh only) from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.
As above mention if candidate has document then candidate can select “Yes” in dropdown otherwise select “Not Applicable”

If candidates select “Yes” then candidate need to upload the Income certificate in required document section.

**Reservations for Orphan Candidates –**

Candidates who are orphans and have been given Orphan Certificate by the Department of Women and Child Development, Government of Maharashtra should select Yes in the next drop down and upload the Orphan Certificate in the next stage. Otherwise select “Not applicable”.

**Note:**

One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, the policies of the Government declared from time to time.

**Minority category –**

The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

if the candidate belongs from the minority category and then select Linguistic Minority Type and Religious Minority Type in the minority category. Click the Proceed button otherwise select No
Choose an Educational Qualification –

10th / SSC details -

“SSC” means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

In this candidate need to fill the information of the 10th / SSC as shown,

<table>
<thead>
<tr>
<th>Subject</th>
<th>Marks Obtained</th>
<th>Marks Out Of</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC Mathematics Intermedite</td>
<td>120</td>
<td>100</td>
<td>120.00</td>
</tr>
<tr>
<td>SSC English Intermedite</td>
<td>88</td>
<td>100</td>
<td>88.00</td>
</tr>
<tr>
<td>SSC Science Intermedite</td>
<td>75</td>
<td>100</td>
<td>75.00</td>
</tr>
<tr>
<td>Aggregate Intermedite</td>
<td>382</td>
<td>500</td>
<td>76.40</td>
</tr>
</tbody>
</table>

Note: If you have not appeared for Mathematics or Science or English in SSC then enter the SSC in Marks obtained and 0 in marks obtained in each subject for that subject.

12th / HSC Details –

“HSC” means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

‘Get HSC Data’ Facility available for the Candidate those completed their 12th HSC in year 2021 for remaining year candidate need to enter marks manually.
The candidates who have passed the rest of the year will have to mention the marks themselves as shown below.

c) Diploma in Engineering and Technology Examination - In this, if the candidate has passed the post-10\textsuperscript{th} /SSC engineering and technology diploma course which is equivalent to the 12th examination, those candidate can enter details as shown below.

6 - JEE (Main) 2021 Paper-1 NTA Score:

In this, the candidates have been asked whether they have passed the JEE (Main) 2021 Paper-1 NTA examination given for engineering and technology courses. If the candidate clicks on the Yes button, the candidates have to enter the JEE Application No. and Candidate’s DOB as on JEE Score Card of the common examination, and then candidate need to click on “Get JEE score Date”.
Information will be displayed below based on credentials as shown

If Candidate have not appeared for JEE (Main) 2021 Paper-1 NTA Exam, Candidate should click on 'No' button.

Click on “Save and Proceed” for next step

Stage 7 - Select the photo of the candidate –

In this section candidate required to upload the photograph and signature, to upload the photo candidate need to select “Select Upload Type” as photograph and then “Signature” then Uploading option will be displayed on screen. in pop screen candidate need to select “Open” to upload the saved file (The Photograph Image should be in jpg/jpeg/png format) after selecting desired file candidate need to click on upload button. Respective file will be displayed on screen of the candidate.

As shown below
After uploading the Photograph and signature candidate need to click on the ‘Save & Proceed’ button below.

Upload Required Documents:

a) **List of document** asked to upload to the candidate based on above filled information. As shown below after uploading all the documents candidate required to click on save and proceed button.
Online application fee –

a) The candidate is asked to pay the application fee for the admission process as per the selected category and reservation in the application. The candidate is shown total application fee Applicable.

b) If the candidate has appeared for the MHT-CET 2021 Common Entrance Examination, the candidates are asked to pay the remaining fees online except the fees paid for that examination.

c) Click on ‘Proceed To Payment’ button below to pay the admission fee. The candidate should then click on the Proceed button to pay the online fee on the Payment Gateway page. Candidates can then pay the application fee by choosing one of the mediums of card, net banking, wallet, UPI and QR code to pay the fee online.

Note:

✔ While making payment for application form candidate need to make sure that they are using updated browser and Internet connection must be strong.
✔ If payment process is incomplete then kindly do not initiate second payment.
✔ If application fee got debited twice from your bank account then excess paid fee will be refunded back to respective bank account.

Copy of Online application and Online Application Submission-

a) A copy of the application is shown to the candidate as per the information filled by the candidate and the uploaded document / certificate.
Candidates should check the information filled in and if any change is to be made in the application, if the candidate clicks on the relevant stage on the left side, the candidate can change the information filled in. Candidate should make appropriate changes and click on ‘Save & Proceed’ button below.

Then the candidate should check the changes made by the candidate on the copy of the application and if appropriate, click on the Submit Application Form for e-verification button below.

Candidates will then be asked for login password. Candidate should enter the login password and click on Verify Password button below.

Candidates will then be sent for OTP check on the mobile number mentioned in the application. The candidate should mention it and click on the Verify OTP button below. Thus the application of the candidates has been sent for e-scrutiny and a copy of the sent application has been made available.

**Submission of your Application Form (Lock): --**

To send the application for online e-scrutiny, first enter the login account password and click on the ‘Verify Password button’ below
OTP Verification:

The OTP will then be sent through the computer system to the mobile number mentioned by the candidate. In the box on the screen, mention the OTP received on the mobile and click on the ‘Verify OTP’ button below. If you do not receive OTP on your mobile, click on ‘Retry on Call’ button.

Application Copy:

Candidates will have a copy of the application sent for e-scrutiny.

Login Dashboard:

After the candidates submit the application for e-scrutiny, the scrutiny status is displayed on its dashboard as follows.
To make changes after locking the application –

After sending the application for e-scrutiny, if the candidate wants to make any changes in the application, click on the ‘Unlock Application Form’ link on the left side of the dashboard and enter the login password. The Scrutiny-Officer may change the original application before taking the application for e-Scrutiny. However, the application of the candidate will be locked after the scrutiny-officer takes the application for e-screening and in such a case no change can be made by the candidate till the scrutiny is completed.

E-Scrutiny Status

1) Once the scrutiny officer takes the application of the candidates for the scrutiny process, the status of the application will be displayed on the dashboard of the candidates as follows -
2) If the scrutiny officer e-scrutinizes the application of the candidates, the status of completion of scrutiny will be shown on the dashboard of the candidates as follows.

3) If the scrutiny-officer does not get the required details in the application while e-scrutinizing the candidate's application or if some documents / information are filled incorrectly / errors are found, such applications will be sent back to the candidate's login through computer system. In such cases, the following screening errors will be displayed on the candidates' dashboard.

4) If the scrutiny-officer finds an error in a reservation document while e-scrutinizing the candidate's application, the computer system will convert such candidates into eligible category on the basis of the information filled in except the erroneous category reservation. In such cases, the following screening errors will be displayed on the candidates' dashboard.
Submission of re-application for e-scrutiny –

After the scrutiny-officer identifies the error while e-scrutiny of the candidate's application, the candidate can change the information filled by clicking on the ‘Click To Edit’ link on the login dashboard. He can also cancel the documents and certificates, upload a new one and submit the re-application for the e-scrutiny.

E-Grievance Application:-

In above E-scrutiny status, candidates in Sr. No 2nd and 4th can raise grievance, If the candidate wants to make any change in the application after scrutiny of the application, the candidate can file an e-grievance till the last date of e-scrutiny by selecting the reason for the change in the application from his login through the link ‘Send Grievance’.

Also,
If the e-scrutiny officer approves the change, the candidate can see the status in his login ‘Check Grievance Status’.

After approval of the Grievance Status will be changes and shown below

Raised Grievance will be processed by FC officer. Post approval of the grievance candidate application form will be unlocked as shown

For – Physical Scrutiny Mode:
Candidate those who have selected the verification mode as “Physical Scrutiny” mode those candidates need to visit Facilitation Centre for any correction.
Thank You