GOVERNMENT OF MAHARASHTRA
MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL
8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001
Tele. No. - 022-22016157/53/59 Website -www.mahacet.org E-Mail-cetcell@mahacet.org

No. HED-1126/CR.No.25/CAP-26/**2455/**2026 Date : **13 Oct 2026**

NOTICE NO. 4

ACAP ROUND-IV

Instructions to Candidates and Institutes for Institutional Level Round for B.Ed & B.P.Ed Integrated Course AY 2026-27

Ref no.
1) Government of Maharashtra gazette, extraordinary part-iv-b, extraordinary no. 113, and dated 5th may 2017.
2) Government extraordinary gazette no 182 14th June 2019 page no. 8 in communication with government extraordinary gazette part iv-b, 13th august 2020.
3) Government extraordinary gazette, part-iv b no 252 30th June 2023.

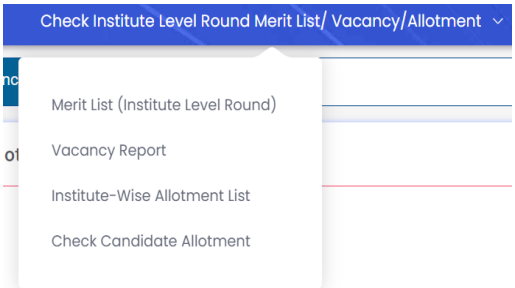
1. Candidates can do New registration & Edit their online Application form (if required) as per given below :

B.P.Ed	B.Ed
13/10/2026 to 15/10/2026	15/10/2026 to 17/10/2026

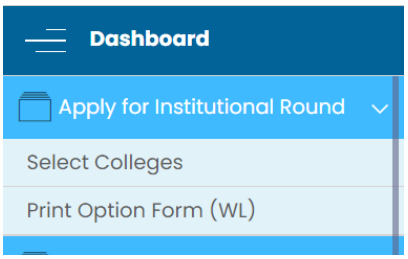
2. Candidate should edit/upload the required documents in the cap application form if any mistake is observed in their cap application form & should fill the college choices for Institutional level Round IV**.**
3. **College options filled for Round-III or previous Rounds will not be considered for institutional level Round IV.**
4. **It is mandatory for all the candidates to fill the fresh college choices for the institutional level Round IV.**
5. The fourth and final institutional level Round of admissions will be conducted at the level of admitting college as per the schedule declared on the course website. The institutes & the candidates should follow the deadlines of stages of Round IV schedule scrupulously.
6. All **ACAP/Institutional Level** seats available for admission in Round IV (institutional level Round) will be filled in through the system generated merit list.
7. It is obligatory on the part of the admitting college to intimate the process of admission to the candidates in the merit list, via e-mail & sms and publishing notices on the college web site and notice board
8. Making free and fair transparent admission in institutional level Round is the responsibility of the admitting colleges. Colleges should communicate the process of the admission to all the candidates who have given choice/s for

institutional level Round and whose names are appearing in the merit list.

9. Candidates giving multiple choices for institute level Round should keep in touch with the college and take judicious decision as per their own merit and place in the individual college merit list.
10. Candidates can seek the vacancy position of each college on the cap portal.
11. Candidates will give choices to the colleges of their choice.
12. After generation of college wise institute level Round merit list, candidates check their merit in respective college online through the link given on website home page and accordingly take the decision to visit the college.



13. The candidate will get separate link for options for ACAP/Institute Level Seats.



14. Colleges/institutes will admit the candidates as per the system generated merit list taking in to account availability of seats. Before admitting the candidate there will be thorough verification of documents of the candidate. Then college should assist the candidate to pay the one-time seat acceptance fees of Rs.1,000/- (if not paid previously).
15. Eligibility for institutional level Round :-
    (a) All **Cap Registered Non Admitted** candidates are eligible to participate in institutional level Round admission process.
    (b) **Admitted** candidates are eligible to participate in institutional level Round admission process provided they **cancel the admission of Round I or Round II or Round III** through admitted college log in.
    (c) The cancelled seat will be forfeited and will not be made available to the candidate if he fails to get the admission in the institutional level Round in the desired college.
16. Editing the cap application form and giving college choices :-
    (a) Already registered candidates [**excepting already admitted candidates] will be able to** edit their application form and can change any information, upload documents as per their profile and education. However, their application will not be e- scrutinized by the scrutiny team. The candidates should carefully edit the form matching the details with the documents uploaded. The candidate will have to confirm their application form. After

confirming the cap application form, they can give college choices.

(b) Already locked/confirmed cap application can also be edited by the candidates by unlocking it from own log in. **"unlock application form"** link is available in candidate's login.

(c) College choice selection link is available in candidate login. Candidate is prohibited to give single option while giving choices.
Candidate login > apply for institutional Round > select colleges. On that interface, select university, college status, medium and college type. By clicking on **search college** button, college list will appear. Select the colleges ofyour choice and then click on **add selected options** button. Candidate can take print of selected choices.
Candidate can change their choices any time during the scheduled period as per the updated schedule of the course. Candidates are required to give minimum **two** choices. There is no maximum limit on filling college choices.

17. **Institutional level Round admission guidelines:**
Colleges should admit the candidates as per the system generated institutional level common merit list by verifying candidate's eligibility, category, **and candidature type - wise vacancies.**
No candidates are to be admitted without due scrutiny of document uploaded and verification of original documents. Any wrong admission will be liability of the admitting college.

a) Priority order candidate's admission: (as per ref no. 1 and 2.)

i. If vacancy is available in the college, then admit the candidates of same quota (MS/OMS), as per institutional level merit list.

ii. If there is a vacancy in category, allocate the seat to the same category & candidate as per the system generated merit list.

iii. If the candidate of the same category is not available in the merit list, then the college has to admit the candidate from inter se merit list of all category candidates. If all category candidates are exhausted, then all remaining seats are to be filled in though inter se merit of all candidates including open category candidates. (reference no-2 page 10, section 5 (b).

iv. If there is vacancy and if same quota candidate is not available, then convert the quota (MS to OMS or OMS to MS. Inter se merit considering all the candidates as open candidates shall fill in these seats.) and admit the candidate.

b) How to fill the NRI/OCI PIO vacant seats in unaided and unaided minority colleges : -

If the seats reserved for NRI or foreign student or OCI or PIO quota remains vacant, then those seats should be filled in by the institute, from the eligible candidates: provided that while filling of these vacant seats the preference shall be given to the Maharashtra state candidature candidates on the basis of inter-se- merit. (Reference no 1. Page 50)

c) How fill in NRI seats in government/ aided/aided minority institutions:

If the seats remain vacant from NRI, OCI, PIO, Foreign Student candidate's quota, then these seats should be filled from the All India candidature candidates based on inter-se-merit by competent authority. (Reference gr dated 12 May 2017 page no 4.)

d) **How to fill vacant All India Quota (OMS) seats In Government /Aided/ Unaided Institutes.**

If the seats remain vacant from All India (OMS) candidate's quota, then these seats should be filled from the Maharashtra state (MS) candidature from open category candidates only strictly based on inter-se-merit.

e) **Minority quota seats: the stages of allotment are as follows, —(reference no 1 page no 53)**

Stage- i : the seats under minority quota in the minority institutes (linguistic or religious) shall be allotted to the candidate belonging to respective minority candidates.

Stage- ii : if the seats remains vacant, shall be allotted to the Maharashtra state candidature candidates.

Stage- iii : if the seats remains vacant, shall be allotted to the All India candidature candidates.

18. No candidate without NCL Certificate (NCL valid up to 31 march 2026) is to be admitted in Institute Level Round. Any court case arising out of wrong admission confirmed by the college will be sole responsibility of the admitting college.
19. Candidates belonging to the **अनुसूचित जाती)** SC), **विमुक्त जाती)** VJ), **भटक्या जमाती)** NT) **व विशेष मागास प्रवर्ग)** SBC) categories who have submitted the application receipt for their Caste Validity Certificate shall upload the original Caste Validity Certificate through their candidate login within the timeline prescribed in **शासन परिपत्रक क्र .सीबीसी-२०२५/प्र.क्र.१३१/मावक**, **दिनांक ०४/०९/२०२६** issued by **महाराष्ट्र शासन**, **सामाजिक न्याय व विशेष सहाय्य विभाग**.
20. Candidates belonging to the OBC and SEBC categories who have submitted the application receipt for their Caste Validity Certificate shall upload the original Caste Validity Certificate through their candidate login within the timeline prescribed in G.R. No. **संकीर्ण**-2024/**प्र.क्र.**75 (**भाग**-1)/**आरक्षण**-5, dated 02/07/2026, issued by the General Administration Department (GAD).
21. Hence, colleges may admit the candidate on the basis receipt of application of CVC if original CVC is not available at the time of admission of Institutional Level Round.
22. SEBC caste certificate may be on the same page with NCL certificate or both certificate may be separated. Both are valid certificate. College should verify the caste certificate issued as per government of Maharashtra gazette, extra-ordinary, part viii, dated 26 February, 2024, Maharashtra state reservation for socially and educationally backward classes act, 2024.
23. ST Category candidates has to produce original TVC at the time of admission in Institutional Level Round.
24. As per the Information Brochure, 10% of seats are reserved for EWS candidates and shall be filled only through CAP Rounds. Any vacant EWS seats shall not be filled under the EWS category during the Institutional Level Round

(ILR). Candidates belonging to the EWS category shall be considered under the Open Category during the Institutional Level Round, subject to merit and applicable admission rules.

25. The admitting colleges should take day wise attendance by seeking signature of the candidates present for institutional level Round. It must be countersigned by the team members of admission committee duly constituted by the principal/head of the department.
26. For all cancellation of admissions, before the cutoff date of admission declared in the updated schedule, colleges/institutes should deduct Rs.1,000/- as processing fee. All the documents of the candidate must be returned, and remaining amount of fees must be refunded to the candidate and receipt of payment received be obtained without any delay.
27. **There will be no admissions after cut-off date as per the schedule declared by the competent authority.**

Sd/-
Commissioner and Competent Authority
Maharashtra State Common Entrance Test Cell, Mumbai.