

"Service to the Society through Quality Technical Education"

KDK College of Engineering, Nagpur

(Accredited by NAAC & NBA)

*Approved by AICTE, Recognized by UGC under Section 2(f) of the UGC Act, 1956
An AUTONOMOUS Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University*

Procedure for the Admissions in Institutional Quota and vacant seats after CAP (ACAP Seats)

Admissions in Institutional Quota and vacant seats after CAP.- The institution shall carry out the admissions for these seats in the following manner-

(a) Admissions shall be made in a transparent manner after the CAP Rounds and strictly as per the *Inter-Se-Merit* of the candidates who have applied to the Competent Authority for verification of documents and then to the Institution.

(b) Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the website of the Institution.

(c) Institution shall invite applications till date of allotment of final CAP Round by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement on the website of the institution.

(d) Aspiring candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the respective institution for admission at the Institution level as provided in clause (b) of sub-rule (4) of rule 3 and shall be filled on the basis of *Inter-Se-Merit* prepared by following the procedure specified in sub-rule(3) of rule 8 of these rules.

Provided that, in case a candidate is unable to submit the application directly to the concerned institution for any reason, the candidate shall have the opportunity to apply through the website of the Competent Authority till the date of allotment of final CAP Round. These applications will be forwarded to the respective institutions after the allotment process of CAP Round – IV. The concerned institution shall consider such applications while preparing the inter-se-merit.

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(e) The Institution after verification of all required documents shall prepare and display the *Inter-Se-Merit* lists of the candidates to be filled in at the Institution level, in the Institutional Quota and Supernumerary Quota of OCI or PIO, Foreign National Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the Institution.

(f) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter.

(g) All the admissions and cancellations shall be updated immediately through online system.

(h) If any CAP seat remains or becomes vacant after the CAP Rounds, then the same shall be filled in by the candidate from the same category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of *Inter-Se-Merit* of the applicants.

(i) While filling these seats, the preference shall be given to the Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of *InterSe-Merit*.

(j) After exhausting the Maharashtra State Candidature Candidate and All India Candidature Candidate, if any seat remain vacant in the sanctioned intake then these seats may be filled with NRI, Foreign Students (FS), Overseas Citizen of India (OCI), Persons of Indian Origin (PIO), Children of Indian Workers in the Gulf Countries (CIWGC) Candidature Candidates, if the Institute has secured prior approval from appropriate authority for these seats.


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