



M.Ed. Admissions

User Manual for Student

Admission2021-22

**STATE CET
MUMBAI**

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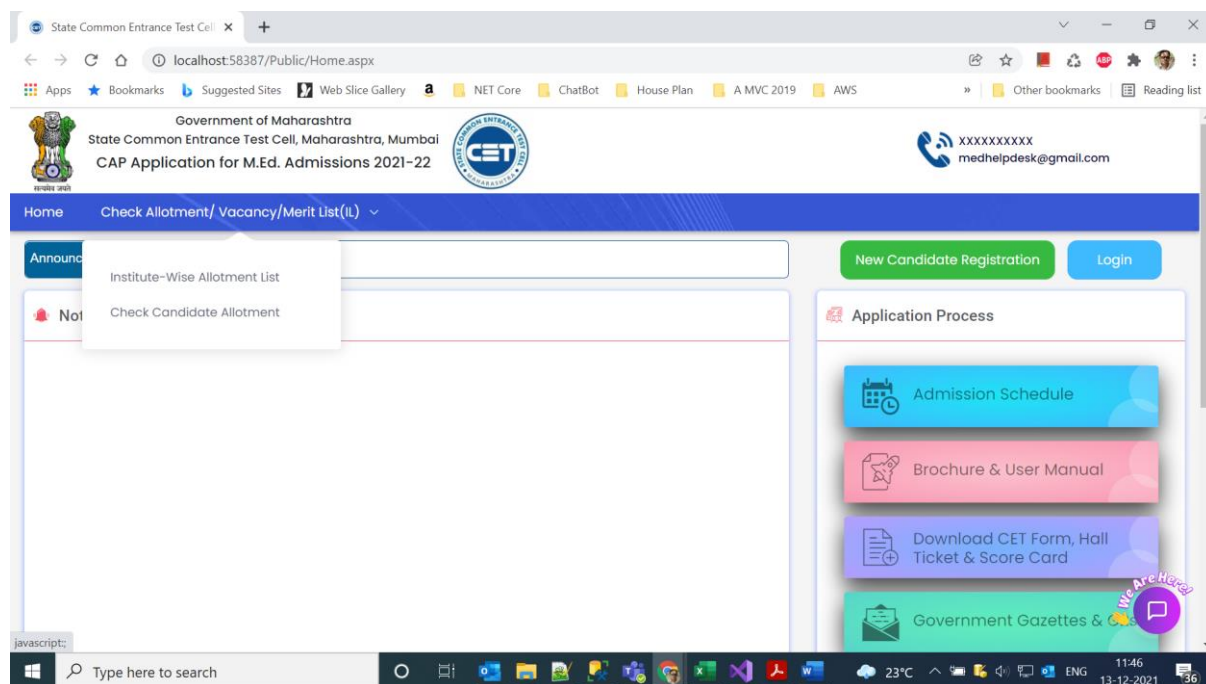
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M Ed ADMISSIONS HOMEPAGE:

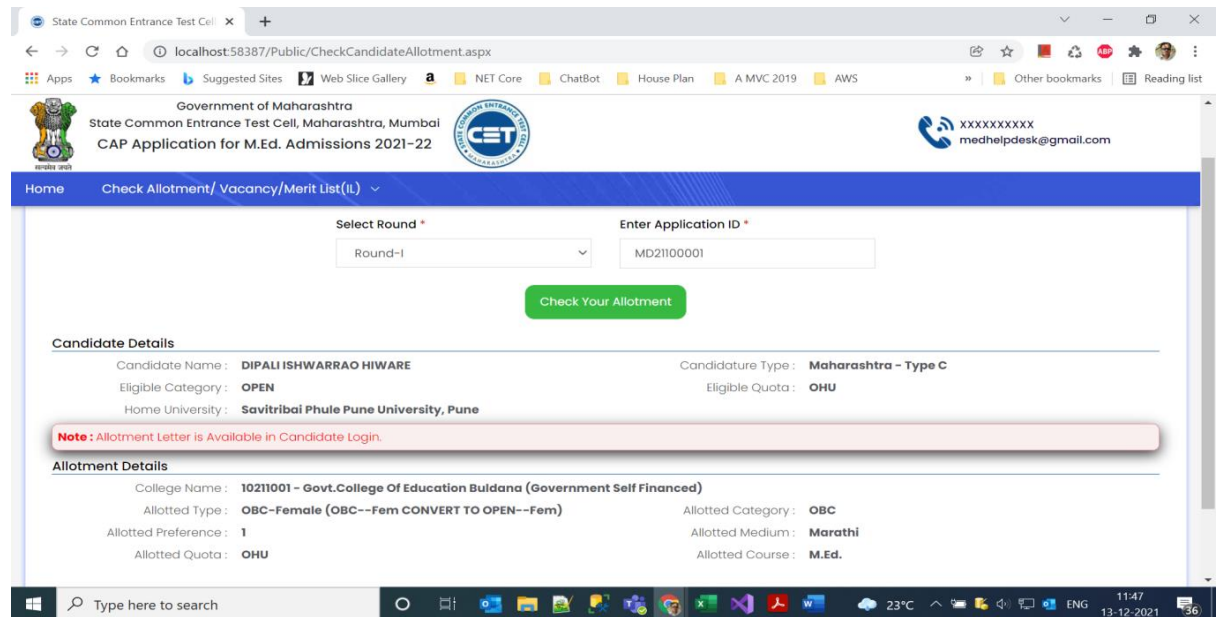
1. CANDIDATE – CHECK ALLOTMENT/ VACANCY ON WEBSITE:

On Home page before login, candidate needs to click on link of 'Check Allotment/Vacancy' drop down. This will have pre-populated value of current college. Select a college stream from drop down list and at field of 'Select Quota for Admission' select any one value from drop down list.



At Allotment/Vacancy page click on button of Institute wise Allotment List. This will enable user to check the allotment in a particular College.

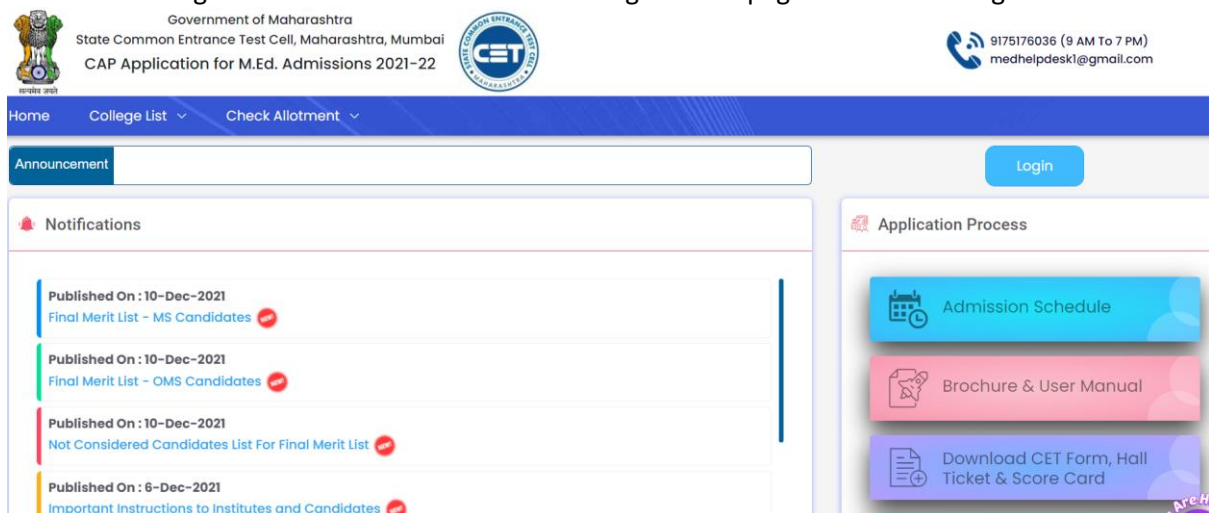
At Allotment/Vacancy page click on button of Check Your Allotment. This will enable user to check the allotment to a particular candidate.



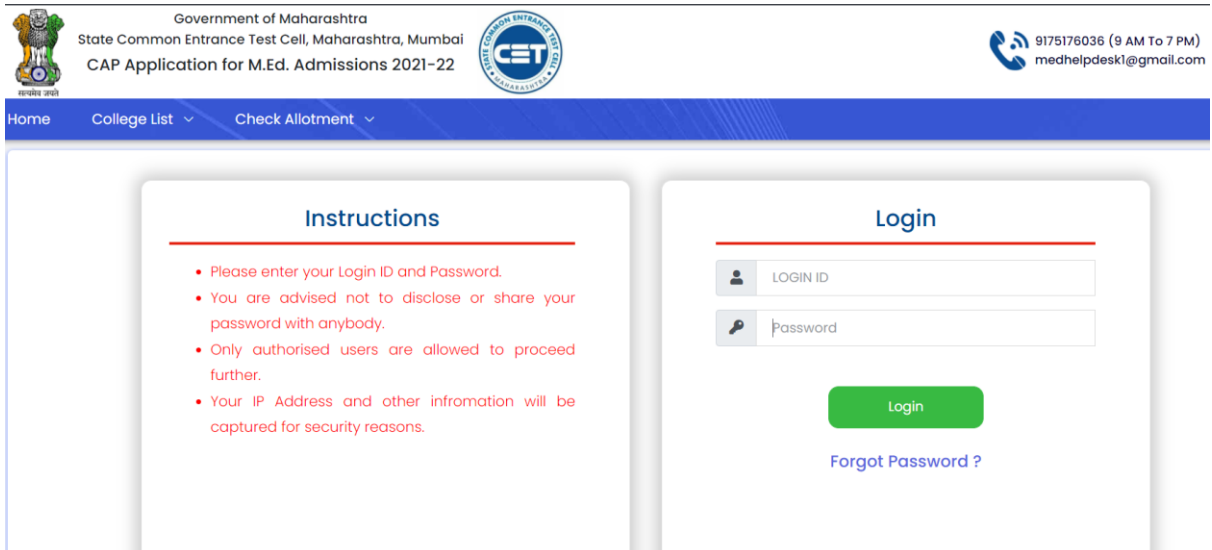
2. CANDIDATE ALLOTMENT LOGIN PROCESS

The homepage for the allotment for M Ed Centralized Admissions Process (CAP) admissions across the state of Maharashtra can be accessed from the url: <https://med.hepravesh.in/Public/Home.aspx>

Following is the Screen shot of the Course Login Home page. Click on the Login button.



Now enter student login credentials.

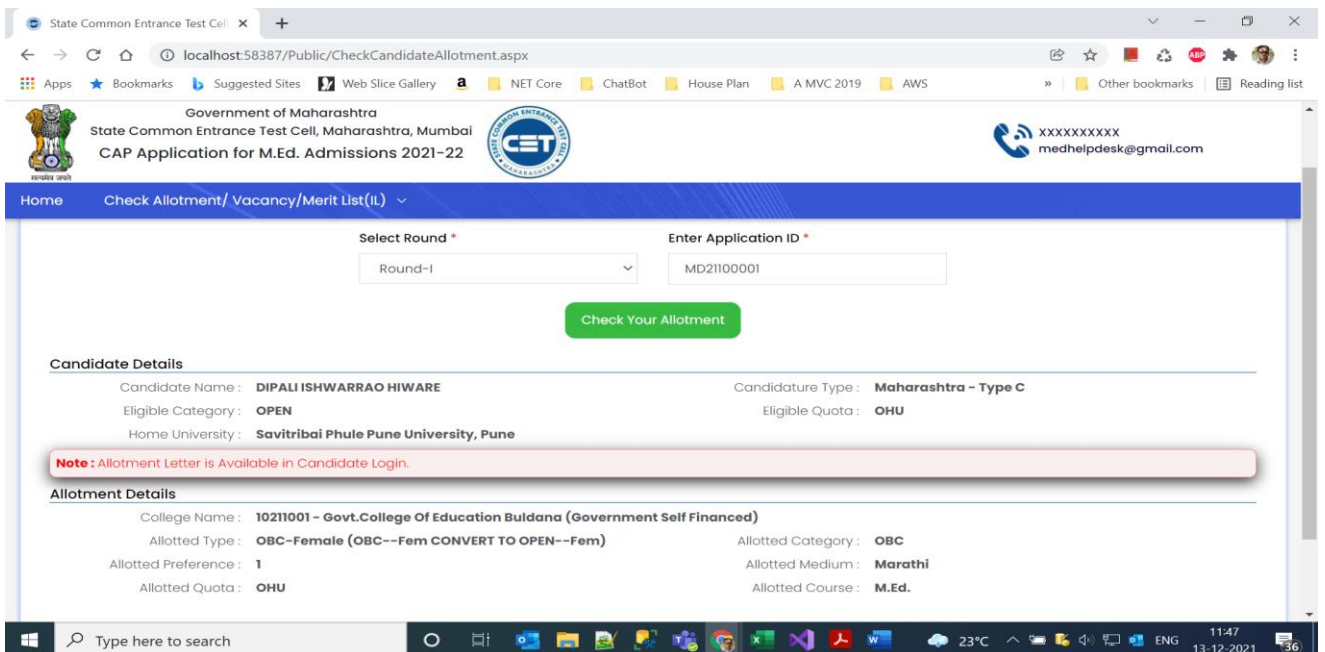


Below is the Home screen of candidate login

3. PRINT ALLOTMENT LETTER

In Candidate Login to print Allotment Letter, select admission round and click on the Check your Allotment button

If candidate is allotted in selected admission round then below page will appear.



Candidate can take print out of their allotment letter by clicking on Print Allotment Letter button.

State Common Entrance Test Cell | localhost:58387/Candidate/CheckAllotment.aspx

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for M.Ed. Admissions 2021-22

Welcome, Dipali Ishwarrao Hiware

Dashboard

- Allotment
 - Print Allotment Letter
 - Set Seat Acceptance Status
- Application Form
 - Print Application Form
 - Unlock Application Form
 - Check Document Verification Status
- Miscellaneous
 - Change Password
 - Change Mobile No
 - Payment History

Print Allotment Letter

Check Your Allotment Status

Select Round * Round-I

Check Your Allotment

Candidate Details

Candidate Name: **DIPALI ISHWARRAO HIWARE**
 Eligible Category: **OPEN**
 Home University: **Savitribai Phule Pune University, Pune**

Candidature Type: **Maharashtra - Type C**
 Eligible Quota: **OHU**

Allotment Details

College Name: **10211001 - Govt.College Of Education Buldana (Government Self Financed)**
 Allotted Type: **OBC-Female (OBC--Fem CONVERT TO OPEN--Fem)**
 Allotted Preference: **1**
 Allotted Quota: **OHU**

Allotted Category: **OBC**
 Allotted Medium: **Marathi**
 Allotted Course: **M.Ed.**

Print Allotment Letter

4. CANDIDATE CONSENT AND FEES PAY

Now candidate needs to click on page of Set Seat Acceptance Status link in left navigation, under main heading of Allotment. Here candidate needs to provide his consent about seat acceptance by clicking on the button of Pay Freeze Fee, by paying Rs. 1000.

Candidate can click on Button of Betterment, by doing so candidate will be given preference in next Round to obtain college, in higher options/preference list of colleges. Although candidate needs to make payment of Rs. 1000 for Seat acceptance, else candidate's seat shall stand forfeited automatically.

Note:

- If you Freeze your allotted seat, then you will have to pay ONE TIME SEAT ACCEPTANCE FEE of Rs 1000/- only before the last date as per current round. Please visit allotted college and get your documents verified and confirm your admission.
- If you go for Betterment of your allotted seat, then you will have to pay ONE TIME SEAT ACCEPTANCE FEE of Rs 1000/- only before the last date as per current round and then you will be considered for betterment of provided options in the next round.
- For detailed note please refer "CAP_Round_I_instructions_for_candidates" notice under the notifications on the website.

Candidate Details

Candidate Name: **SHIVAM BHADORIA**
 Eligible Category: **OBC**
 Home University: **Savitribai Phule Pune University, Pune**

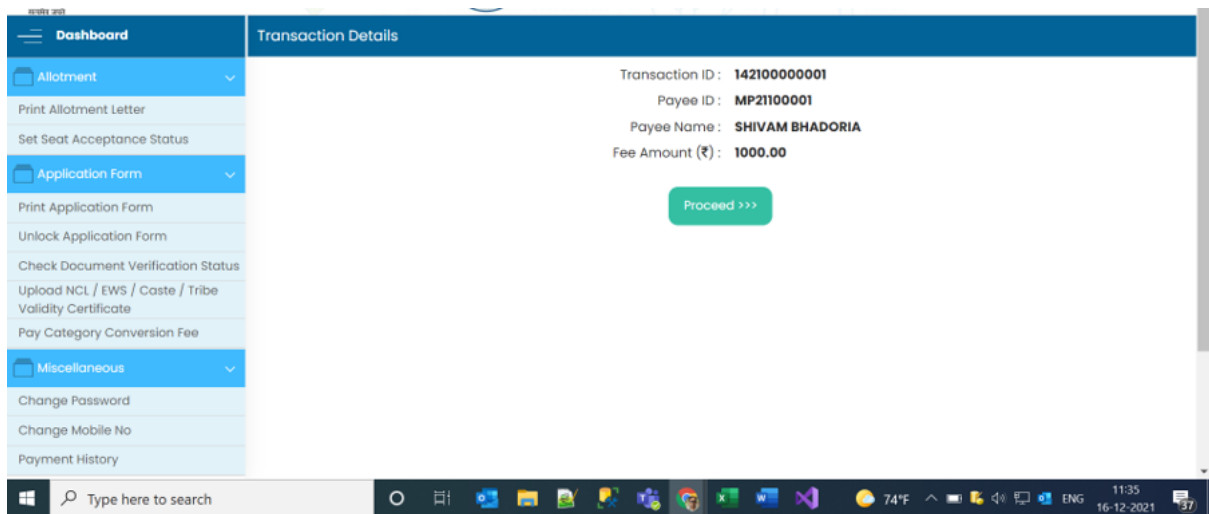
Candidature Type: **Maharashtra - Type D**
 Eligible Quota: **OHU**

Allotment Details

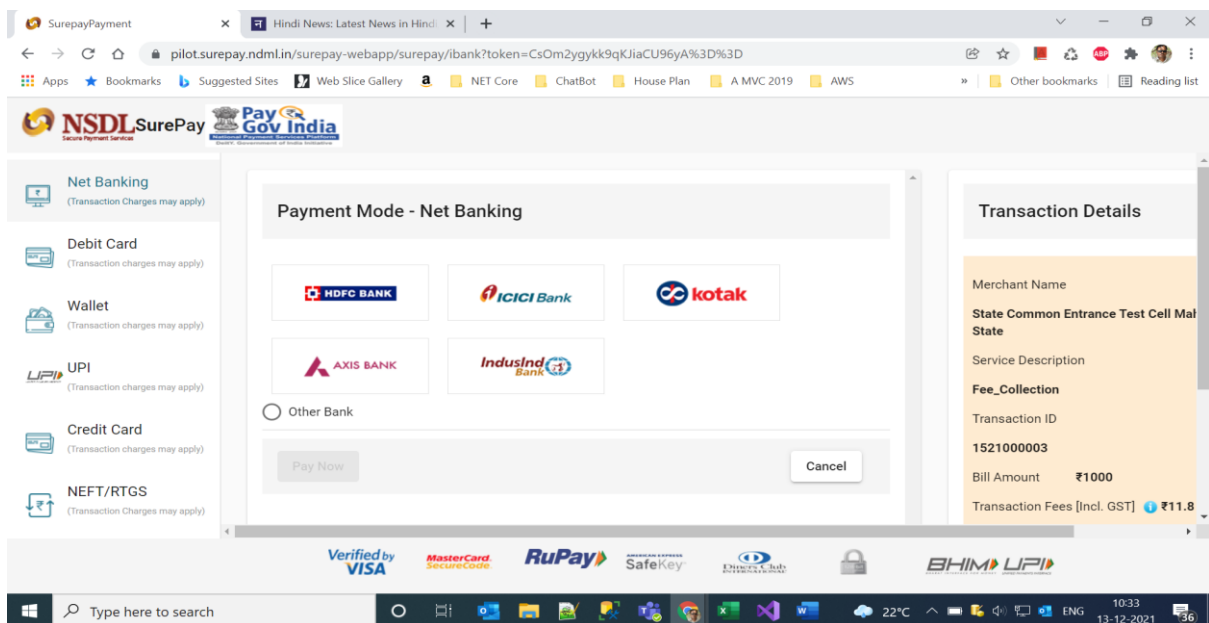
College Name: **10521001 - Sant Gadge Baba Amravati University, Amravati's PgtD of Physical Education (University Managed Aided College / Departments)**
 Allotted Type: **OBC-General--Defence**
 Allotted Preference: **3**
 Allotted Quota: **OHU**
 Current Status: **Not Given**

Allotted Category: **OBC**
 Allotted Medium: **English**
 Allotted Course: **M.Ed.**

Freeze Betterment Print Seat Acceptance Letter



Now, candidate needs to follow step by step payment process and candidate will be redirected to payment gateway page for fees payment.



After successful payment of fees, candidate can take print of payment receipt from their login.

Candidate will have to visit the college between time mentioned in allotment letter for admission confirmation.

Cast Validity / NCL / EWS certificate upload

Candidates, who have applied for Cast Validity / NCL / EWS certificate can upload their Certificate from the link given in left menu

The screenshot displays a web portal interface. On the left is a navigation menu with options: Dashboard, Allotment (with a dropdown), Print Allotment Letter, Set Seat Acceptance Status, Application Form (with a dropdown), Print Application Form, Unlock Application Form, Check Document Verification Status, Upload NCL / EWS / Caste / Tribe Validity Certificate, Pay Category Conversion Fee, Miscellaneous (with a dropdown), Change Password, Change Mobile No, and Payment History. The main content area features a 'Note' box with instructions on freezing or betterment of seats, followed by 'Candidate Details' (Candidate Name: SHIVAM BHADORIA, Eligible Category: OBC, Home University: Savitribai Phule Pune University, Pune, Candidature Type: Maharashtra - Type D, Eligible Quota: OHU) and 'Allotment Details' (College Name: 10521001 - Sant Gadge Baba Amravati University, Amravati's Pgt of Physical Education (University Managed Aided College / Departments), Allotted Type: OBC-General--Defence, Allotted Category: OBC, Allotted Preference: 3, Allotted Quota: OHU, Allotted Medium: English, Allotted Course: [redacted], Current Status: Not Given). At the bottom of the main area are buttons for 'Freeze', 'Betterment', and 'Print Seat Acceptance Letter'. The Windows taskbar at the bottom shows the search bar, system tray, and date/time (16-12-2021, 11:35).

Please refer the below instructions for seat acceptance and admission confirmation:

A. Admission of the Candidates who have received college of First Preference:-

- i. If a Candidate is allotted the seat as per his/her First Preference, such allotment shall be binding and the Candidate will have to accept the allotted seat by using “Freeze” option. Such Candidate shall then **NOT** be eligible for participation in the subsequent CAP Round-II. Such Candidates shall complete payment of seat acceptance fee of Rs. 1000/- through Candidate’s Login then report to Allotted College for verification of document and admission confirmation on the allotted seat and make payment of the college approved fee.
- ii. If such Candidate after seat acceptance fee payment of Rs 1000/- does not report to Allotted College for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment in Round-II. For such Candidate, the allotment so made in Round- I shall be the final allotment and they will directly go to Round-III (InstituteLevel Round) if they do not seek admission in Round-I. Such candidates shall **NOT** be eligible for next round (Round II) even if he/she cancels the admission at the allotted college in Round I.

B. Admission of the Candidates who have received college of other than First Preference and wish to Freeze:-

- i. Candidates may choose “Freeze” to confirm admission or “Betterment” to proceed to the next round. In case candidate has selected “Freeze” option but does not want to confirm admission, then such candidate may select “Betterment” and proceed to next round (Round II). Also, in case, if candidate has selected “Betterment” but wishes to “Freeze” and confirm admission, then he has to go to “Set Seat Acceptance Status” menu and change his/her status before the last date of Admission of the Round I. Such changes can be done before the last date of admission of the current round (Round I)
- ii. Candidates who have been allotted seat other than the first preference, and who wish to participate in Round-II, will have to **submit fresh option form in Round II as per the Schedule**. Options/preferences provided for Round-I will **NOT** be **automatically considered** for next round. Candidates **failing to submit and lock the fresh option form** for Round-II shall **NOT be considered** for allocation in **Round-II**.
- iii. Candidate who have been allotted seat other than the first preference as per the preference given by the Candidate and if the Candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such Candidate should go to “**Set Seat Acceptance Status**” and can “**Freeze**” the offered seat through Candidate’s Login. Once the Candidate freezes the allotted seat, such Candidate shall complete payment of seat acceptance fee of Rs 1000/- through Candidate’s Login then report to Allotted College for verification of documents and confirm admission on the allotted seat. For such Candidate, the allotment so made shall be the **final allotment**. Such admitted candidates will not be considered for allocation in next round II.
- iv. Candidates who have been allotted seat other than the first preference and who have freeze the allotment and confirmed admission in the allotted college but **still wish to participate in the next round**, then such candidate will have to **cancel the admission** before the last date of the First Round and then shall be eligible for applying for next round as per the new option form submitted by the candidate for Round-II shall be considered for allocation.
- v. Candidates who have been allotted seat other than the first preference and who have “**Freeze**” the allotment, but **NOT PAID** the seat acceptance fee of Rs 1000/-, shall be considered as not reported and all the options as per the new option form submitted by the candidate for Round-II shall be considered for allocation and their claim on the Round I allotted seat, shall stand forfeited automatically and theseat shall become available for fresh allotment in Round II.

C. Admission of the Candidates who have received college of other than First Preference and wish to go for Betterment:-

- i. Candidates who have been allotted seat other than the first preference intends to go for betterment, such candidates will have to select the “**Betterment**” option in “**Set Seat Acceptance Status**”. Once the Candidate selects “**Betterment**” of the allotted seat, such Candidate shall complete payment of seat acceptance fee of Rs 1000/- through Candidate’s

Login then may report to Allotted College for verification of documents. In such case, the option allotted in Round-I shall be inserted at the end of the option form for Round-II.

Candidates who have been allotted seat other than the first preference intends to go for betterment, such candidates will have to select the “**Betterment**” option in “**Set Seat Acceptance Status**”. However, if such candidates **DO NOT pay the seat acceptance fee**, then they **shall not be considered for betterment** and all the options as per the new option form submitted by the candidate for Round-II shall be considered for allocation their claim on the Round I allotted seat shall stand forfeited automatically and theseat shall become available for fresh allotment in Round II.