First Year Post SSC Diploma Technical Courses in Engineering/Technology Admissions 2023-2024

Standard Operating Procedure to be followed by the Candidates and FC for Seat Acceptance Grievances Request and Allotment Cancellation

If allotment made to the candidate based on the claims made in the applications form, during self verification of the allotment, if candidate found that the claim made by him is not correct and he wants to correct the error, (errors as per the clause (e) of sub Information Brochure Diploma Admissions 2023-24 33 rule(4) of this rule) the candidate shall report the grievance either by e-Scrutiny or Physical Scrutiny Mode.

The Process to follow is as follows

1) If a candidates is allotted a seat in CAP Round, then candidate shall click on the link given in the left had side in candidate menu to accept or raise grievance during allotment cancellation.

2)After clicking on the link the candidate will see the details of allotment along with 3 tabs
- Candidate self Data and Documents Verification
- Candidate Seat Acceptence
- Seat Acceptence Payment 1000 RS

3)After clicking on the First Tab **"Candidate self Data and Documents Verification",** the candidate will see all the details as per his application form.

HELLO DEN23100052 ▾

» My Home

RECEIPT CUM ACKNOWLEDGEMENT PRINTS ▾

» Printable Application Form

»Receipt Cum Acknowledgement

PROVISIONAL MERIT LIST ▾

» View Provisional Diploma Merit Details

ALLOTMENT DETAILS FOR CAP ROUND ▾

» CAP I Allotment...

CANDIDATE SEAT ACCEPTENCE FORM

YADAV AKSHAT SUNIL Accepting Seat of For Artificial Intelligenc

Personal Details

Application ID	DEN23100052
Full Name	YADAV AKSHAT SUNIL
Gender	Male
Category-Caste	OBC
Annual Family Income (₹)	1,50,001 - 2,00,000

Status of Provisional Allotment Details for CAP Round I

Institute Allotted	3007-Government Polytechnic, Mumbai
Course Allotted	Artificial Intelligence (AI) and Machine Learning
Choice Code Allotted	300700810

List of Parameters need to be check

Sr. No.	Parameter Name	Parameter Value
1	Verify Candidature type	Maharashtra Candidature Type A
2	Verify Home District	Mumbai Suburban
3	Verify Category	OBC
4	Verify SSC Mathematics	95 / 100 = 95.00%
5	Verify SSC Science	88 / 100 = 88.00%
6	Verify SSC English	77 / 100 = 77.00%
7	Verify SSC Aggregate	433 / 500 = 86.60%
8	Verify Gender	Male

Sr.

The candidate shall self verify all the details shown as per this application form.

If any of the claims made by the candidate as per sub section 9(i) of the application information brochure are not correct then the candidate can send grievance request to FC to correct the details and cancel the allotment

For eg. In above example candidate is allotted an NGOBCH seattype and if candidate claims that the category of the candidate is not correct and need to be corrected by the FC.

Then the candidate will select radio button under Verify Category as "To be Corrected" AND Click on "Proceed to Next" button.

4) In the next window the candidate will see the details of "To Be Corrected" Paramter along with FC details where the candidate had confirmed his/her application form.

Personal Details	
Application ID	DEN23100052
Full Name	YADAV AKSHAT SUNIL
Gender	Male

STATUS OF PROVISIONAL ALLOTMENT DETAILS FOR CAP ROUND I	
Institute Allotted	3007-Government Polytechnic, Mumbai
Course Allotted	Artificial Intelligence (AI) and Machine Learning
Choice Code Allotted	300799810
Seat Type Allotted	NGOBCH

Type of Grievance Generated			
Sr. No.	Grevience Name	Status	
1	Discrepancy in Reserved Category	Not Correct	

List of Documents Grevience Generated	
Sr. No.	Grevience Name

5) The candidate will send the Grievance Request by entering necessary remark to FC

Personal Details

Application ID	DEN23100052
Full Name	YADAV AKSHAT SUNIL
Gender	Male

STATUS OF PROVISIONAL ALLOTMENT DETAILS FOR CAP ROUND I

Institute Allotted	3007-Government Polytechnic, Mumbai
Course Allotted	Artificial Intelligence (AI) and Machine Learning
Choice Code Allotted	300799810
Seat Type Allotted	NGOBCH

Type of Grievance Generated

Sr. No.	Grevience Name	Status	
1	Discrepancy in Reserved Category	Not Correct	

List of Documents Grevience Generated

Sr. No.	Grevience Name

Then the candidate shall click on "Submit" Button to send grievance request to FC.

6)After submission of Request , the candidate will see the grievance request status in the same TAB till FC Verifies the details from FC login.

✔ Success!Request Successfully send to FC

CANDIDATE AUTO GREVIENCE STATUS

FC Details

FC Name	Address
FC3027-Premlila Vithaldas Polytechnic(Womens),Mumbai	SNDT Women's University,Juhu Road,Santacruz (W) Mumbai - Suburban
Status	Your seat acceptance activity could not be completed as your grienvece is forwaded for ⌀

Discrepancy Name
Discrepancy in Reserved Category
Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognized as backward class in the State of Mal
Non-Creamy Layer Certificate valid upto 31st March 2024

7)In the FC Login Home Page, The FC Will see a menu

 "GRIEVENCE AND ALLOTMENT CANCELLTION REQUESTS[IN CASE OF REQUEST RAISED BY CANDIDATES AFTER THE ALLOTMENT.]"

If any candidate confirmed by the FC has raised request for allotment cancellation, then the candidate will list in the count shown below.

The FC shall click on "View Candidate Grievance Request" to view the details of the candidates.

 8)After clicking on the button the FC will view the list of candidates with grievances request in the list.

 9) The FC shall click on the "View Request" button to view details of the candidate along with details to be corrected by the FC.

Application ID : **DEN23100052**   Version : **6**

(**Seat No - A248733 Details as per Board Data**)
Full Name : YADAV AKSHAT SUNIL
Mother Name : SUNITA

School Name : SACRED HEART BOY'S HIGH SCHOOL, SANTACRUZ, MUMBAI

School Address : S V ROAD,SANTACRUZ(W),MUMBAI

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Can

Reservation Details :		
Category-Caste (Sr.No.)	OBC	
Category For Admission	OBC	
Mother Tongue :	Marathi	Family Income (₹) :	1,50,001 - 2,00,000
Nationality	Indian	Region	Urban
Religious Minority/Linguistic Minority :		N.A
PWD Type :	N.A.	
Defence Type :	N.A.	

SACR

S.V.Road,

Af

Serial No. : **2337**
School Reg. No. : A-18. DT. 11-1-6
UDISE No. : 27230500167
Taluka : Andheri

Student ID No. :   201327220500

District :   THANE
Date of Birth (in words & figures) :
Previous School Attended and Star
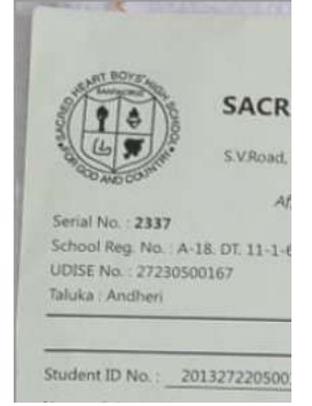
Full Name	YADAV AKSHAT SUNIL		
Mother Name	SUNITA		
Examination	Marks Obtained	Marks Out of	Percentage
SSC Board	Maharashtra State Board of Secondary and Higher Secondary Education, Pune	SSC Seat No.	A248733
SSC Passing Year	2023	SSC Technical	NO
HSC Status	NO	ITI Status	NO

Select Document for preview	Documer
●	Latest Sc
○	Birth Cert
○	Caste Ce remarks t
○	Non-Crea

List of merit parameter Grevience Generated

Sr. No.	Grevience Name	Candidate Status
1	Discrepancy in Reserved Category	Not Correct

List of merit parameter Grevience Generated

Sr. No.	Grevience Name	Candidate Status
1	Discrepancy in Reserved Category	Not Correct

List of Documents Grevience Generated

Sr. No.	Grevience Name	Status
1	Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognized as backward class in the State of Maharashtra.	Not Correct
2	Non-Creamy Layer Certificate valid upto 31st March 2024	Not Correct

Provisional Allotment Details

Institute Allotted	3007-Government Polytechnic, Mumbai	
Course Allotted	Artificial Intelligence (AI) and Machine Learning	Cho
Seat Type Allotted	NGOBCH	Pref

Discrepancy Name
Discrepancy in Reserved Category

Here the list of parameters will be shown for which candidate has raised the request for correction

The FC will verify all the details of grievance raised by the candidate and if FC found that the grievance raised by the Candidate is correct and allotment is to be cancelled.

The FC shall click on the "Take Action" Button and convert the candidate to OPEN cateogy as per the above shown example.

In case of Marks Correction OR change in gender similar SOP to be followed.

List of merit parameter Grevience Generated

Sr. No.	Grevience Name	Candidate Status
1	Discrepancy in Reserved Category	Not Correct

List of Documents Grevience Generated

Sr. No.	Grevience Name	Status
1	Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognized as backward class in the State of Maharashtra.	Not Correct
2	Non-Creamy Layer Certificate valid upto 31st March 2024	Not Correct

Provisional Allotment Details

Institute Allotted	3007-Government Polytechnic, Mumbai	
Course Allotted	Artificial Intelligence (AI) and Machine Learning	CI
Seat Type Allotted	NGOBCH	Pr

Discrepancy Name
Discrepancy in Reserved Category

The FC shall enter necessary remarks and then select on the **"Cancel the Allotted Seat - Candidate's request is accepted. Candidate details edited. Candidate is made eligible for subsequent round."** And **"Proceed to Next"** the for the necessary action to be completed.

10) After completing the activity the FC will see the remark in front of the grievance raised candidate.

INSTRUCTIONS TO THE FACILITATION CENTER(FC) OFFICER

✔ Success!Candidate Allotement Cancelled and Eligible for next Round

Note :
> To verify the candidate Grevience click on the **View Request** button.

Show 10 ˅ entries

Sr. No. ▲	Candidate ID	Candidate Name	Mobile No.	Request On
1	DEN23100052	YADAV AKSHAT SUNIL	8519079856	30/07/2023 02:02:13 pm

Showing 1 to 1 of 1 entries

11) In the candidate login under " Seat Acceptance of Allotted Seat", the candidate will see the status of the updated grievance.

CANDIDATE AUTO GREVIENCE STATUS

FC Details

FC Name	Address
FC3027-Premlila Vithaldas Polytechnic(Womens),Mumbai	SNDT Women's University,Juhu Road,Santacruz (W) Mumbai - Suburban , 40004
Status	Dear Candidate, as per Your request your Grevience was updated and Alloetment was Ca

Discrepancy Name
Discrepancy in Reserved Category
Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognized as backward class in the State of Maharashtra.
Non-Creamy Layer Certificate valid upto 31st March 2024

The candidate shall also check the receipt-cum-acknowledgement in the candidate login that the necessary changes have been reflected.

In the above example , against the "Verify Category" Grievance, after approval and action by the concerned FC, the candidate is converted to OPEN and Allotment is cancelled and candidate is made eligible for subsequent CAP Round.