

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.

	GANDIDATE SEAT ACCE	PIENGETONN
» My Home		
RECEIPT CUM ACKNOWLEDGEMENT PRINTS	YADAV AKSHAT SUNIL Accepting Seat of For Artificial Intelligen	
» Printable Application Form	STATUS OF PROVISION	AL ALLOTMENT DETAILS FOR CAP ROUN
»Receipt Cum Acknowledgement	Institute Allotted	3007-Government Polytechnic, Mumbai
PROVISIONAL MERIT LIST -	Course Allotted	Artificial Intelligence (AI) and Machine Learning
» View Provisional Diploma Merit Details	Choice Code Allotted	300799810
ALLOTMENT DETAILS FOR CAP ROUND -	Seat Type Allotted	NGOBCH
» CAP Allotment		
FINAL MERIT LIST -	CANDIDATE SEAT ACCE	PTANCE STEPS

» View Final Diploma Merit Details

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 -	CA
» My Home	
RECEIPT CUM ACKNOWLEDGEMENT PRINTS	Y
» Printable Application Form	Per
»Receipt Cum Acknowledgement	Ap
PROVISIONAL MERIT LIST -	Ful
» View Provisional Diploma Merit Details	Ge
ALLOTMENT DETAILS FOR CAP ROUND -	Cat
» CAP I Allotment	An

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	
Chains Code Allattad	200700240	

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 AL	LOTMENT 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 Covernment Polytechnic Mumbai	
Institute Anotteu	0007-00vernment i olyteennie, wambar	
Course Allotted	Artificial Intelligence (AI) and Machine Learning	
Course Allotted Choice Code Allotted	Artificial Intelligence (AI) and Machine Learning 300799810	

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 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.

WELCOME FC3027 -	FIRST YEAR POST SSC DIPLOMA TECHNICAL COURSES IN ENGINEERING/TECHNOLOG
> FC Home	Note (Physical E-Scrutiny):
> Edit FC Details	Applicant produces all the documents mentioned in his/her Application Form.
Edit FC Capacity	 FC verifies all the documents with the Originals produced by the Applicant.
TECHNICAL TEAM ASSISTANT VIA GOOGLE MEET (10 a.m to 05 p.m)	GRIEVENCE AND ALLOTMENT CANCELLTION REQUESTS(IN CASE OF REQUEST RAISED
VERIFY RECEIPT OF CASTE/NCL/EWS/INCOME CERTIFICATE	<u>م</u>
> Verify Receipt of Caster/NCL/EWS/Income Certificate	Candidates : 1
> View List of Candidates who Uploaded Receipt of Castel/NCL/EWS/Income Certificate	View candidate Grievence request
PHYSICAL VERIFICATION MENU -	

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

Important ongoing event				
WELCOME FC3027 -	INSTRUCTIONS	TO THE FACILITAT	ION CENTER(FC) OFFICER	
> FC Home				
> Edit FC Details	 To verify the cand 	lidate Grevience click on	the View Request button.	
Edit FC Capacity	Show 10 🗸 entr	ies		
TECHNICAL TEAM ASSISTANT VID GOOGLE MEET (10 a.m to 05 p.m)	Sr. No.	Candidate ID	Candidate Name	Mobile No.
VERIFY RECEIPT OF CASTE/NCL/EWS/INCOME CERTIFICATE	1	DEN23100052	YADAV AKSHAT SUNIL	8519079856
> Verify Receipt of Caste/NCL/EWS/Income Certificate	Showing 1 to 1 of 1 e	ntries		
View List of Candidates who Uploaded Receipt of Caste/NCL/EWS/Income Certificate				

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.

CANDIDATE DETAILS

	(Seat No - A248733 Details as per Board Data) Full Name : YADAV AKSHAT SUNIL Mother Name : SUNITA
Application ID : DEN23100052 Version : 6	School Name : SACRED HEART BOY'S HIGH SCHOOL, SANTACRUZ, MUMBAI

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

Reservation Details :				
Category-Caste (Sr.No.)	OBC			AT BOTT
Category For Admission	OBC			SAC
Mother Tongue :	Marathi	Family Income (₹) :	1,50,001 - 2,00,000	S V HO B
Nationality	Indian	Region	Urban	Serial No. : 2337 School Reg. No. : A-18. DT. 11-1
Religious Minority/Linguistic M	inority :	N.A		UDISE No. : 27230500167 Taluka : Andheri
PWD Type :	N.A.			
Defence Type :	N.A.			Student ID No. :20132722050

Full Name	YADAV AKSHAT SU	NIL				
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			

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List of merit parameter Gr	ist of merit parameter Grevience Generated			
Sr. No.	Grevience Name	Candidate Status		
1	Discrepancy in Reserved Category	Not Correct		

Sr. No.		Grevience Name	Candidate Status	
1	C	iscrepancy in Reserved Category	Not Correct	
List of Documents Gr	evience Generated			
Sr. No.		Grevience Name	Status	
1	Caste Certificate clearly me that the caste is recognized	ntioning the Category of the Candidate and also the remarks as backward class in the State of Maharashtra.	Not Correct	
2	Non-Creamy Layer Certificate valid upto 31st March 2024		Not Correct	
Provisional Allotment De	tails			
Institute Allotted	3007-0	overnment Polytechnic, Mumbai		
Course Allotted	Artificia	I Intelligence (AI) and Machine Learning	Che	
Seat Type Allotted	NGOB	сн	Pre	
		Discrepancy Name		

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.

Sr. No.	Grevience Name	Candidate Statu
1	Discrepancy in Reserved Category	Not Correct
ocuments G	evience Generated	
ocuments G Sr. No.	Grevience Generated Grevience Name	Status

	Discrepancy Name	
Seat Type Allotted	NGOBCH	Р
Course Allotted	Artificial Intelligence (AI) and Machine Learning	с
Institute Allotted	3007-Government Polytechnic, Mumbai	
Provisional Allotment Details		

Non-Creamy Layer Certificate valid upto 31st March 2024

Not Correct

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.

INSTRUCTION	S TO THE FACILIT	ATION CENTER(FC) OFFICER		
✓ Success!Car	ndidate Allotement Ca	ncelled and Eligible for next Round		
Note : > To verify the ca Show 10 verify the ca	ndidate Grevience click	on the View Request button.		
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

2

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-Premiila Vithaldas Polytechnic(Womens),Mumbai	SNDT Women's University,Juhu Road,Santacruz (W) Mumbai - Suburban , 4000-
Status	Dear Candidate, as per Your request your Grevience was updated and Allotement was Ca
	Discrepancy Name
Discrepancy in Reserved Category	
Caste Certificate clearly mentioning the Category of the Candidate a	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.

Wy Home				Pont				
eccuart cuit Accoloviu couceront resorts- Patalia Applicatus Form eccuji Cuin Achinolegyment	Ô	Receipt.cum.Ackcowledge	DIR 1, Mahapa next for Admission to F	GOVER ECTORATE OF TECH like Marg, Elphinsto Inst Year Post SSC (INMENT OF MAHARASHTF HNCAL EDUCATION, MAH re Technical Highschool C Rpioma Technical Courses	RA ARASHTRA STATE impus, Mumbai - 400001. in Engineering and Technology Adm	mission for the ye	oer 2023-2024
INVESTIONAL MERTER LEFT +		Application ID : pp-corrector	Version : +		Mode	OF Scrutiny : p. control		
LIGTHERI DELATIS FOR CAP SUBMIT	Payment Databa							
DIAL MERTILIST *	Payment Date :		13-05-2020		Amount(In Rs.) :		200)	
lew Final Diploma Marit Datalis	Personal Consile (
plan Firm CAP I Print	Full Name :	VADAV BASING 1	1696.					
AT ACCEPTANCE STATUS -	Gender :	Mate		Date of Bir	th :	35-67-2007		2
eat Acceptance For Alloted seat	Category Casta	and the second		Religion		10.00		
WEBLIATTON OF ADMISSION -	Category For Admission	OREN						
IPORTANT LINKS -	Mother Tongue :	Meani		Family Inc	ume (7) :	+ #1.501 - 2.00.000		
assage Box	Nationality	relat		Region		Liber		
range Password	Type of Candidature	Numerate Care	Solution Turk R					
	Religious Minority/Linguis	tic Minority :		16.6				
	PWD Type :	NA.						
	Defence Type :	NA.						
	Applied For TFWS :	Tas.						
	Applied For FWS	14						

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.