

Bansilal Ramnath Agarwal Charitable Trust
Vishwakarma Institute of Technology, Pune.
Direct Second Year in Engineering / Technology
Academic Year 2025 – 2026

Provisional Schedule for Admissions at ACAP-SPOT Round

Date: 09/09/2025

Admission round for the Institute Level ACAP/SPOT seats will be conducted as per schedule given below.

Sr. No.	Activity	Tentative Schedule	
		First Date	Last Date
1	Release of advertisement for probable vacancies/cancellations after CAP rounds on Institute website, Notice Board and in Newspapers.	9 th September 2025	
2	Display & publishing of information brochure, admission process and ACAP-SPOT round schedule on Institute website & Notice Board	9 th September 2025	
3	Submission of application form by eligible candidates	9 th September 2025	12 th September 2025 Up to 10:00AM
4	Display of seat matrix on Institute website and Notice Board	11 th September 2025	
5	Display of provisional merit list on Institute website and Notice Board	12 th September 2025 (Up to 11.00 AM)	
6	Submission of grievances (if any)	12 th September 2025 (Up to 04:00 PM)	
7	Display of final merit list on Institute website and Notice Board	12 th September 2025 (Up to 06:00 PM)	
9	Reporting of the candidates to the institute for the ACAP-SPOT round (Time and Venue)	Time: At 10:00AM, on Saturday, 13 th September 2025 Venue: Reading Hall, Building No. 2, First Floor, VIT Bibwewadi Campus.	
8	Cut-off date for all type of admissions for the Academic Year 2025-26	15 th September 2025 (Up to 05:00 pm)	

Admission rules:

1. The admissions will be done as per the guidelines of Govt. of Maharashtra – State Common Entrance Test Cell published in Information Brochure for Academic Year 2025-26 (For details refer www.mahacet.org)
2. The schedule given above is provisional & may change due to unavoidable circumstances. The revised schedule will be notified separately.
3. Parking facilities for four-wheeler vehicles are **not available** on campus
4. Application should be submitted on or before the last date as notified. Applications received after the last date or incomplete applications will not be accepted.
5. For the convenience of candidates and parents, the ACAP/SPOT round will be conducted at VITPune, **Bibwewadi campus.**
6. It is mandatory to register for all the aspiring candidates who wish to participate in this ACAP/SPOT round. The registration shall be done on the institute's admission portal with the below link or QR Code.

7. The candidates who have applied directly to State CET CAP portal for ACAP/SPOT seats should also register on the institute's admission portal as per the guidelines given by State CET Cell from time to time vide different notifications

QR Code or Link for application portal for Institute Level ACAP-SPOT Round Admission:

<https://forms.gle/6cqK5NTGgMKdr1fE7>



8. The candidates shall pay the **ACAP-SPOT** application processing fees of Rs.2000/- in offline mode, if they get the allotment.
9. The candidate shall produce the documentary evidence strictly in support of their claims made in the applications. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the scheduled period mentioned above, the candidate forfeits the claim of allotted seat.
10. Document verification for admission is mandatory to be done **“in person”** by the Candidate at the Institute as per the schedule of **ACAP/SPOT** round(s) at the time of the round.
11. Interested candidate must be present **in-person** for ACAP/SPOT round. However, If the candidate is unable to attend in-person due to unavoidable circumstances, he/she may authorize his/her parent/ guardian to represent him/her for the counselling round. The authorized representative (parent/ guardian) must carry
- Original & a photocopy of Identity proof of candidate and parent/guardian,
 - Original authorization letter duly signed by the Candidate
 - All applicable documents
 - Demand draft etc.
- The seat choice made by the authorized representative will be final and binding on the candidate. No claim shall be entertained later in this regard.
12. Candidate will lose claim to participate in this round, upon failure to produce any of the applicable original documents at the time of document verification. In case a candidate has taken admission elsewhere, he/ she must produce
- Original fee receipt,
 - Original document retention certificate and submit the set of photocopies of all documents duly attested by Principal/ Director of the Institute where the candidate has previously secured the admission.
 - The candidate should submit undertaking stating that the original documents will be submitted by him/ her within four working days from the date of admission.
13. A candidate's merit number will be announced a maximum of three times during the allotment process. If the candidate is not present when called, the next candidate in the merit list will be considered for seat allotment, and the absent candidate may forfeit his/her opportunity for merit-based seat allotment.
14. If a candidate of higher merit reports late during the counseling process, he/she may be considered for allotment of the seats available at that time. Such a candidate shall be given preference for admission over the candidates with lower rank present at that moment.

15. Candidates shall confirm the admission by paying the requisite amount of fees as per the fee structure displayed on institute website for **ACAP/SPOT** seats and by submitting required documents in original at the time of reporting to the Institute.
16. The fee structure displayed on institute website for **ACAP/SPOT** seats is to be paid every year and candidate must agree to pay the said fees as per the allotted branch for all the three years of the course / program.
17. The total number of available seats for this round will be the vacant seats displayed by State CET Cell and the cancellations, if any. Details of the same will be displayed on VITPune Institute's website before the commencement of the round.
18. As per State CET Cell rules, seat type TFWS & EWS, if remains vacant after the end of CAP rounds, shall not be filled during the **ACAP/SPOT** round/s
19. Vacant seats will be filled in by the Candidate from the same Category for which it was earmarked during the CAP rounds. Further, if the seats remain vacant then the seats will be filled based on Inter-Se-Merit of the applicants as per State CET Cell Information brochure.
20. While filling up these seats, the preference shall be given to Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of Inter-Se-Merit as per State CET Cell Information brochure.
21. Seat allotment shall be carried out strictly on the basis of the vacancy status at that point of time. Once a seat is allotted to a candidate, the same shall be removed from the list of available vacancies. The seat matrix may be updated during an ongoing stage/round in the event of cancellations or betterments, if any. Candidates are required to remain physically present in the counseling hall and wait for their turn as per inter-se-merit. In the event that a candidate or his/her authorized representative is not available when called, the next candidate in the merit list shall be considered for allotment, and the absent candidate shall forfeit his/her opportunity for merit-based seat allotment
22. During this round, only 1 allotment will be made to a candidate in one Stage of admission. candidates can appear for betterment in subsequent stages ONLY. Change of branch / seat will not be done during the ongoing stage. Candidates once entering the Auditorium/Seminar Hall will have to pass through the entire admission process and shall not be allowed to reenter in the Auditorium / Seminar Hall during the ongoing stage / round.
23. Vacancies, **if any**, after this **ACAP/SPOT** Round will be uploaded on Institute's website. These vacancies may be filled by conducting additional round(s). Detailed schedule will be displayed on Institute's website from time to time.
24. **The decision of the Chairman Admission committee shall be final and binding.**

**Sd/-
Director,**

Vishwakarma Institute of Technology Pune

