



महाराष्ट्र शासन

तंत्र शिक्षण विभागीय कार्यालय, पुणे



स्वातंत्र्याचा अमृत महोत्सव

४१२/ब, तिसरा मजला, तंत्रशिक्षण मंडळाची नवीन इमारत, बहिरट पाटील चौक, शिवाजीनगर, पुणे - ४११ ०१६.

दूरध्वनी क्र. (०२०) २५६५६२३४

Email ID : ropune@dtmaharashtra.gov.in

महत्वाचे परिपत्रक :-

जा. क्र. : तंशिविकापु/शै.वि-३/२०२६-२७/गुणवत्ता यादी पडताळणी/४०३९
दिनांक : २३/१०/२०२६

प्रति,

प्राचार्य / संचालक,
शासकीय, शासन अनुदानित व खाजगी विनाअनुदानित
सर्व पदवी व पदव्युत्तर पदवी अभियांत्रिकी, वास्तुशास्त्र व पदव्युत्तर पदवी (एमबीए, एमसीए) अभ्यासक्रमाच्या संस्था,
पुणे विभाग

विषय : शैक्षणिक वर्ष २०२६-२७ मधील संचालनालयांतर्गत असलेल्या पदवी व पदव्युत्तर पदवी
अभियांत्रिकी, वास्तुशास्त्र व पदव्युत्तर पदवी (एमबीए, एमसीए) अभ्यासक्रमांच्या प्रवेशित विद्यार्थ्यांच्या
प्रवेश प्रकरणी प्राधिकरणाचे प्रक्रिया शुल्क अदा करण्याबाबत..

संदर्भ :- १. मा. प्रवेश नियामक प्राधिकरण, मुंबई यांचे पत्र क्र. संकिर्ण २२२६/प्र.क्र.०६/प्रनिप्रा/१५६६
दि.१४.१०.२०२६
२. या विभागीय कार्यालयाचे पत्र क्र. तंशिविकापु/शै.वि-३/२०२६-२७/गुणवत्ता यादी पडताळणी/३९६७
दि.१६.१०.२०२६

शैक्षणिक वर्ष २०२६-२७ मधील संचालनालयांतर्गत असलेल्या व्यावसायिक पदवी व पदव्युत्तर पदवी अभ्यासक्रमाची प्रवेश प्रक्रिया पूर्ण झालेली आहे. महाराष्ट्र विनाअनुदानित खाजगी व्यावसायिक शैक्षणिक संस्था (प्रवेश व शुल्क यांचे विनियमन) (सुधारणा) अधिनियम, २०२६ मधील कलम ९(५) च्या तरतुदीनुसार प्रवेशित विद्यार्थ्यांच्या मान्यतेबाबतची कार्यपद्धती विहीत करण्यात आलेली आहे. सदर अधिनियमानुसार प्रवेशाच्या कट ऑफ डेट नंतर प्रवेश मान्यतेचा प्रस्ताव (Merit List) ऑनलाईन पद्धतीने १५ दिवसांच्या आत संचालनालयास सादर करणे आवश्यक आहे. त्यासंदर्भात संदर्भीय परिपत्रकानुसार कळविण्यात आले होते. अद्याप काही संस्थांनी प्रवेश मान्यतेचा प्रस्ताव (Merit List) ऑनलाईन पद्धतीने सादर केलेला नाही. (संस्थेच्या लॉगिनमध्ये User_manual देण्यात आले आहे.)

त्याअनुषंगाने प्रवेश मान्यता प्रस्ताव (Merit List) ऑनलाईन पद्धतीने संचालनालयास सादर करणेकरीता या विभागीय कार्यालयास दि.२३.१०.२०२६ रोजी साय.०५:०० वाजेपर्यंत सादर करण्यात यावेत.

महाराष्ट्र विनाअनुदानित खाजगी व्यावसायिक शैक्षणिक संस्था (प्रवेश व शुल्क यांचे विनियमन), (सुधारणा) अधिनियम, २०२६ मधील तरतुदी तसेच वेळोवेळी पारीत झालेले प्रवेश नियम/शासन निर्णय/अधिसूचना/न्यायालयीन आदेश व विहीत केलेल्या नियमानुसार प्रवेश पडताळणी अहवाल या कार्यालयास विहीत कालमर्यादेत सादर झाल्याशिवाय शैक्षणिक वर्ष २०२६-२७ मधील व्यावसायिक अभ्यासक्रमातील प्रवेशांना प्रवेश नियामक प्राधिकरणाची अंतिम मान्यता प्रदान होणार नाही व त्या अनुषंगाने विद्यार्थ्यांच्या प्रवेश मान्यतेबाबत भविष्यात कोणताही अनुचित प्रकार घडल्यास त्यास सर्वस्वी संबंधित संस्था जबाबदार राहील याची नोंद घ्यावी.

सोबत :- संदर्भीय पत्र

(
(डॉ. सु.आ.पाटील)

प्र.सहसंचालक,
तंत्रशिक्षण विभागीय कार्यालय, पुणे

प्रत :- प्रोग्रामर, तंत्रशिक्षण विभागीय कार्यालय, पुणे यांना तंत्रशिक्षण विभागीय कार्यालयाच्या संकेतस्थळावर प्रदर्शित करण्याकरीता



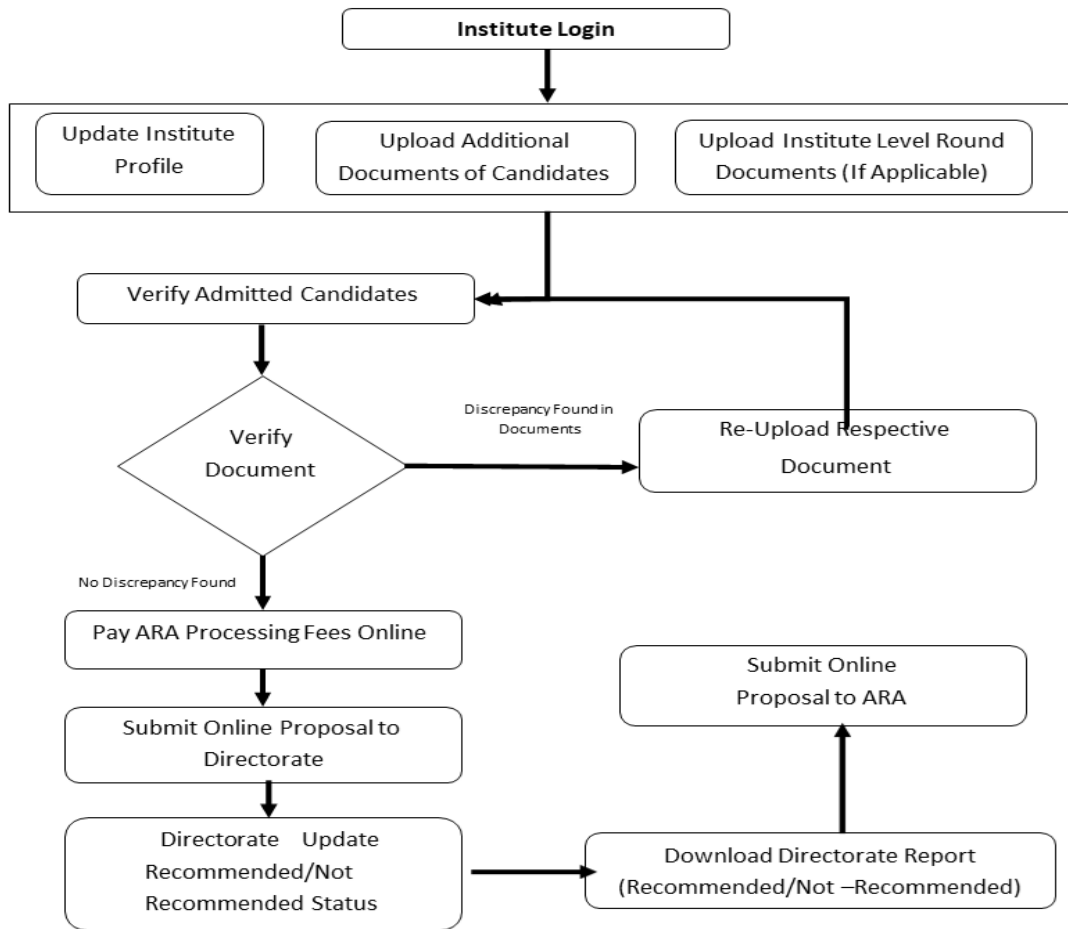
Government of Maharashtra
Admissions Regulating Authority

9th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai - 400 001

Email ID : ara@maha-ara.org, Phone :022-22073719/28

Admissions Approval Process User Manual for Institute

Step by Step Process Flow



➤ ARA Website:

- Open ARA website www.maha-ara.org & go to approval process.



- **Select Course:** Click on course to open ARA approval process module

• **Select Course:** Click on course to open ARA approval process module

Technical Education Post Graduate Courses » MBA/MMS » MCA » M.E/M.Tech » M.E/M.Tech (Working Professionals) » M.Architecture » M.HMCT » M.Pharmacy/pharm D(post Baccalaureate) » M.Planning » MCA Second Year(Lateral Entry) » MCA (Working Professionals) » MBA Second Year(Lateral Entry) » MBA/MMS (Working Professionals)	Technical Education Under Graduate Courses » B.E/ B.Tech » BCA/BBA/BMS/BBM/ » MBA(Integrated) MCA (Integrated) » B.Pharmacy/Pharm D » B.Architecture » B.HMCT/ » M.HMCT(Integrated) » Direct second Year » Engineering (DSE) » Direct second Year » Engineering (DSE) (Working Professional) » Direct second Year » Pharmacy (DSP) » B.Planning » B.Design » Direct Second Year Degree in HMCT » B.Pharmacy(Practice)	Fine Art Education Fine Art Education » Fine Art Agriculture Education Agriculture Education » Agriculture & Allied Courses » Direct Second Year of » Bachelor of Science (Agriculture)	Higher Education Post Graduate Courses » M.Ed. » M.P.Ed. » B.Ed.M.Ed. INTEGRATED Under Graduate Courses » L.L.B.-5 Years (Integrated) » L.L.B.-3 Years » B.Ed » B.P.Ed » B.A.- B.Ed./B.Sc.-B.Ed. (Integrated)	Medical Education Post Graduate Courses » NEET-PGM » NEET-PGD » PGP/PGO/PGASLP/M.Sc-(P&O) Under Graduate Courses » MBBS » BDS » BPTH » BASLP » BP&O » B.Sc. Nursing » ANM-GNM » DPN-PHN	Ayush Education Post Graduate Courses » AIAPGET(PGA/PGH/PGU) (State Quota) » AIAPGET(PGA/PGH/PGU) (AIQ (15%) Quota) Under Graduate Courses » BAMS » BHMS » BUMS » BNYS
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Institute Login



GOVERNMENT OF MAHARASHTRA

State Common Entrance Test Cell

First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) &
Master of Engineering and Technology (Integrated 5 Years)
Admissions A.Y. 2025-26



Technical Helpline Number
(10:00 AM to 06:00 PM)

+91-9175108612, 18002098851

If any admission regarding Query

cetcell.technicaledu@gmail.com

Login Links

Home

ARA Home

ARA Courses New

Important Links

Check Provisional Allotment Status (CAP Round-IV) New

Check Provisional Allotment Status (CAP Round-III) New

Provisional Vacancy Position for CAP Round-III New

Institute Wise Allotment List New

Check Provisional Allotment Status (CAP Round-II) New

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Directorate Login

ARA Login

Click [HERE](#) for Entire Schedule

Final Merit List 2025-26

For PCM Group			PCM or PCB Group only for Schedule IV		
Maharashtra State Merit List	All India Merit List	JK Merit List	Maharashtra State Merit List	All India Merit List	JK Merit List

Provisional Merit List 2025-26

For PCM Group	PCM or PCB Group only for Schedule IV
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Institute Login



GOVERNMENT OF MAHARASHTRA State Common Entrance Test Cell

First Year Under Graduate Technical Courses in Engineering
and Technology (4 Years) &
Master of Engineering and Technology (Integrated 5 Years)
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Login Links	Home	Important Dates	Notifications	News	Downloads	Contact Us
Home	Institute Login					
ARA Home						
ARA Courses New						
Important Links						
Check Provisional Allotment Status (CAP Round-IV) New						
Check Provisional Allotment Status (CAP Round-III) New						
Provisional Vacancy Position for CAP Round-III New						
Institute Wise Allotment List New						
Check Provisional Allotment Status (CAP Round-II) New						

Login ID :

Password :


Enter above text here 

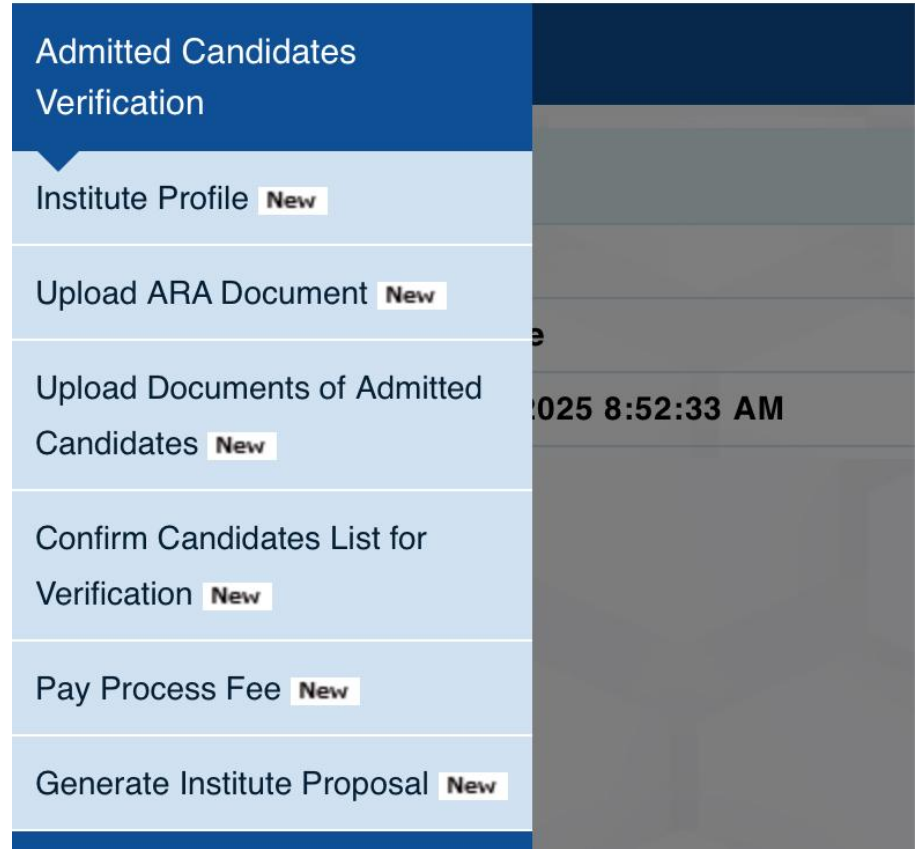
Sign In

Instructions :

1. Please enter your Login ID and Password.
2. You are advised not to disclose or share your password with anybody.
3. Only authorised users are allowed to proceed further.
4. Your IP Address and other information will be captured for security reasons.

Institute's ARA Menu

- Stepwise menu for ARA process.



Step 1: Institute Profile

- Check Institute Details. (Institute Address, Institute EMail, Status Information, NAAC Details and NBA Details)
- Add / Update Principal and Point of Contact Details and click on Update Institute Profile button.

Institute Profile

Institute ID :	6182
Institute Name :	Sinhgad Technical Education Society, Sinhgad Institute of Technology and Science, Narhe (Ambegaon)
Institute Address :	Opp. Western By Pass, Narhe, Ambegaon, Dist. Pune, District: Pune, Taluka: Haveli, Pin: 411041
Institute Email :	registrar_sits@sinhgad.edu

Institute Status	Autonomy Status	Minority Status
Un-Aided	Non-Autonomous	Non-Minority
NAAC Grade	NAAC CGPA	NAAC From Year - To Year
B++	2.97	2022-2023 - 2027-2028
Principal Name	Principal Mobile No.	Principal EMail
Dr. Shriram Divakar Markande	8308816104	principal_sits@sinhgad.edu
Point of Contact - Name	Point of Contact - Mobile No.	Point of Contact - EMail
Mr.Suhas Dabekar	9822295662	registrar_sits@sinhgad.edu

Sr. No.	Course Name	NBA Accreditation Status
1	Civil Engineering	Eligible but Not Applied
2	Computer Engineering	Eligible but Not Applied
3	Electronics and Telecommunication Engg	Eligible but Not Applied
4	Information Technology	Eligible but Not Applied
5	Mechanical Engineering	Eligible but Not Applied

Update Institute Profile

Step 2: Upload ARA Documents

- Mark Document Available as Yes or No for each document in the Document List
- If Document Available is Yes then it is mandatory to upload the particular document.

Institute Upload Required Documents

Instructions :

- Only PDF, jpg, jpeg, png files are accepted.
- Ensure all required files are complete and clearly named.
- If multiple lists were generated (e.g., Merit, Selection, Wait Lists), combine all into a single PDF before uploading.
- Scan originals, not photocopies.
- If the original is in colour, scan it in colour.
- Ensure all text, stamps, and numbers are clearly visible. Blurry or unreadable scans will be rejected.
- Uploaded file must not exceed the portal's maximum size limit of 500 KB. Compress if needed, but maintain readability.

Sr. No.	Document Name	Document Available	View	Edit
1	Vacancy - after last CAP round (Subject / Category / Quota wise)	☒ Yes ☐ No		
2	IQ Advertisement (Yes / No)	☐ Yes ☒ No		
3	List of Applicant for Institutional Round	☐ Yes ☒ No		
4	List of Students in Merit List	☐ Yes ☒ No		
5	Selection List (Subject / Category / Quota wise)	☐ Yes ☒ No		
6	Waiting List (Subject / Category / Quota wise)	☐ Yes ☒ No		

Step 3: Upload Documents of Admitted Candidates

- Select course to upload candidate documents.
- List of candidates will be displayed with two action buttons as
 - Upload Additional Documents.
 - Upload CAP Documents.
- To upload additional documents click on Upload Additional Documents.
- To update CAP related candidate documents click on Upload CAP Documents.

Admitted Candidate List				
		Select Course :	[0618237210] Electronics and Telecommunication Engg ↕	
Sr. No.	Action		Application ID	Candidate Name
1.	Upload Additional Document	Upload CAP Document	EN25148296	BICCHEWAR TANVI VIJAY
2.	Upload Additional Document	Upload CAP Document	EN25264236	BIRADAR RUDRAYANI SANTOSH
3.	Upload Additional Document	Upload CAP Document	EN25247059	CHAVAN DAKSH VINAY
4.	Upload Additional Document	Upload CAP Document	EN25159485	FAISAL MOHAMMAD SHAIKH
5.	Upload Additional Document	Upload CAP Document	EN25162744	MALI VAISHNAVI MANGESH
6.	Upload Additional Document	Upload CAP Document	EN25195461	NARAWADE HARSHAD EKNATH
7.	Upload Additional Document	Upload CAP Document	EN25160330	PADWAL RIDDHI PRAMOD
8.	Upload Additional Document	Upload CAP Document	EN25352973	PARDESHI SHIVANI SANTOSH

Step 3: Upload Documents of Admitted Candidates

- Upload Additional Documents.

Candidate Upload Required Documents

Instructions :

- Ensure all required files are complete and clearly named.
- Use PDF, JPG, or PNG unless specified otherwise.
- Scan originals, not photocopies.
- If the original is in colour, scan it in colour.
- Ensure all text, stamps, and numbers are clearly visible. Blurry or unreadable scans will be rejected.
- Uploaded file must not exceed the portal's maximum size limit of 500 KB. Compress if needed, but maintain readability.

Application ID : EN25148296

Candidate Name : BICCHEWAR TANVI VIJAY

Sr. No.	Document Name	Upload	View	Edit
1	Student ID Card			
2	Admission Fee Receipt			
3	Allotment Letter of CAP			
4	Cancellation Request Letter			

Back

Step 3: Upload Documents of Admitted Candidates

- Upload CAP Documents.

Application ID	EN25148296
Candidate's Name	BICCHEWAR TANVI VIJAY

Upload Required Documents

Instructions :

- Please Use Latest Version Of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **pdf, jpg, jpeg, png**.
- Maximum File Size Allowed : **500 KB**.

Sr. No.	Document Name	Candidate Document	New Document	Upload Document	Edit
1	Certificate of Indian Nationality in the Name of the Candidate.				
2	Domicile Certificate of the Candidate showing his / her Domicile State is Maharashtra.				
3	Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra.				

Step 4: Confirm Candidates List for Verification

- Click on Confirm Candidates List for Verification.
- List of all courses will be displayed.
- Click on View.

Choice Code List for Sinhgad Technical Education Society, Sinhgad Institute of Technology and Science, Narhe (Ambegaon)

Refresh			
Sr. No.	Course Name Enter Course Name	Admitted Enter Admitted	View Candidate List
1.	Civil Engineering	25	View
2.	Computer Engineering	26	View
3.	Information Technology	9	View
4.	Electronics and Telecommunication Engg	16	View
5.	Mechanical Engineering	17	View
	Total	93	

Step 4: Confirm Candidates List for Verification

- Details of admitted candidates in the viewed course will be displayed.
- Candidate's uploaded documents can be viewed by clicking on CAP Application ID
- Once the documents are verified mark the candidate as verified by clicking on Is Documents Verified Check Box.
- To mark cancelled admission click on Is Admission cancelled. (If admission is cancelled after cut off date it is mandatory to upload Candidates request letter)

List of candidate's						
Refresh						
Sr. No.	☐ Is Documents Verified	☐ Is Admission Cancelled	View	Choice Code	CAP Application ID	Candidate Name Enter Candidate Name
1	☐	☐		0618224510	EN25337756	NAWALE PRADIP BHAUSAHEB - (EN25337756)
2	☐	☐		0618224510	EN25193321	APARNA VIDYADHAR YADAV - (EN25193321)
3	☐	☐		0618224510	EN25100355	KARALE TANUJA MANOHAR - (EN25100355)
4	☐	☐		0618224510	EN25384393	JADHAV PRAGATI PRASHANT - (EN25384393)
5	☐	☐		0618224510	EN25163314	KALE PRANAV MUKINDA - (EN25163314)
6	☐	☐		0618224510	EN25287899	CHASKAR PRATIK MAHESH - (EN25287899)
7	☐	☐		0618224510	EN25201746	CHANDELE MANSI DNYANESHWAR - (EN25201746)
8	☐	☐		0618224510	EN25213700	PIMPALGAVE BAJRANG SHIVAJI - (EN25213700)
9	☐	☐		0618224510	EN25195744	HIRE PRIYANKA RUSHINDAR - (EN25195744)
10	☐	☐		0618224510	EN25103123	KADAM RUDRAKSHI ASHOKRAO - (EN25103123)
11	☐	☐		0618224510	EN25238343	ADESH GANESH DUSUNGE - (EN25238343)
12	☐	☐		0618224510	EN25351320	CHOUDHARY SARTHAK AJIT - (EN25351320)
13	☐	☐		0618224510	EN25268418	WALUNJ ASHISH YASHWANT - (EN25268418)
14	☐	☐		0618224510	EN25200912	DAUNDKAR DAKSH TUSHAR - (EN25200912)
15	☐	☐		0618224510	EN25255247	HARSHAD YOGESH TILEKAR - (EN25255247)

Step 4: Confirm Candidates List for Verification

- In the last column please enter tuition fee paid by the candidate. Please ensure data is filled for each candidate.

List of candidate's					
	Merit No Enter Merit No	Merit Marks Enter Merit Marks	Allotted Quota Enter Allotted Quota	Candidate Category Enter Allotted Quota	Tution Fees Paid By the Candidate
25337756)	21056	81.7774875	AI	Open	
5193321)	35812	89.4898417	LOPENH	Open	
100355)	38116	88.7615737	GOBCH	OBC	
25384393)	44114	86.9194446	GVJO	DT/VJ\$	
314)	19388	83.2882519	AI	OBC	
287899)	21184	81.7095910	AI	NT 2 (NT-C)	
(EN25201746)	21389	81.5682467	AI	OBC	
IN25213700)	21762	81.2376983	AI	SEBC	
195744)	30327	91.0740715	GOPENO	OBC	
IN25103123)	32131	90.5881920	GSEBCO	SEBC\$	
38343)	36164	89.2945239	GOPENH	OBC	
5351320)	36948	89.1256809	PWDOPENH	Open	
5268418)	37466	88.9609194	GOPENH	OBC	
200912)	37518	88.9550679	GOPENH	OBC	

Step 4: Confirm Candidates List for Verification

- View Documents screen.

Application ID		EN25337756			
Candidate's Name		NAWALE PRADIP BHAUSAHEB			
View Documents					
Sr. No.	Document Name	CAP Document	CAP Document Uploaded Date Time	New Document	New Document Uploaded Date Time
1	Certificate of Indian Nationality in the Name of the Candidate.		7/5/2025 11:05:37 AM		
2	School Leaving Certificate of the Candidate showing his / her Place of Birth in the State of Maharashtra.		7/5/2025 11:05:45 AM		
3	Income Certificate of Parents issued by competent authority of Govt. Of Maharashtra having Annual Income upto Rs. 8 Lacs.		7/5/2025 11:07:36 AM		
4	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.		7/5/2025 11:07:44 AM		

Step 4: Confirm Candidates List for Verification

- If Is Admission Cancelled is marked the document upload screen will automatically pops up.
- Click on open to select the document and then click on upload.

Sr. No.	Is Documents Verified	Is Admission Cancelled	View	Choice Code	CAP Application ID	Candidate Name Enter Candidate Na
1	☐	☐				
2	☐	☐				
3	☐	☐				
4	☐	☐				
5	☐	☐				
6	☐	☐				
7	☐	☐				
8	☐	☐				
9	☐	☐				
10	☐	☐				
11	☐	☐				
12	☐	☐				
13	☐	☐				
14	☐	☐				
15	☐	☐				
16	☐	☐				
17	☐	☐				
18	☐	☐				
19	☐	☐				
20	☐	☐				
21	☐	☐				

Upload Document

Upload Document (Upload scan copy of Original Document only.)

For :

Open

Camera

Reload

Crop

Upload

Step 5: Pay Processing Fee

- Processing fee can be paid only in online mode.
- Please verify the fee calculation carefully before making the payment.
- In case of the if the total payment calculated is Rs. 0/- then just click on save and proceed. (For Government and Government-Aided institutes)

Course Name	Course Status	CAP Quota (Total Seats) (1)	No. of actual admissions under TFWs/EWS/PMSs/J&K etc. category (2)	Total (1+2) (3)	Rs. 200 x No. shown in column No. (3), but not less than Rs. 30000/- (4)	IL Admitted (5)	NRI Admitted (6)	No. of actual admission under Institutional Quota Column No. (5) * Rs. 4000/- (7)	No. of actual admission under NRI/PJO/OCL/CWOC/FMS & children of sea farers (NRI) Column No. (6) * Rs. 5000/- (8)	Total Processing Fees Column No. 4+7+8 = 9
0301219110 - Civil Engineering (SI - 60)	Government-Aided	60	2	62	-	0	0	-	-	-
0301224510 - Computer Engineering (SI - 60)	Government-Aided	60	10	70	-	0	0	-	-	-
0301224610 - Information Technology (SI - 60)	Government-Aided	60	5	65	-	0	0	-	-	-
0301229310 - Electrical Engineering (SI - 60)	Government-Aided	60	3	63	-	0	0	-	-	-
0301237210 - Electronics and Telecommunication Engg (SI - 60)	Government-Aided	60	2	62	-	0	0	-	-	-
0301237610 - Electronics Engineering (SI - 60)	Government-Aided	60	3	63	-	0	0	-	-	-
0301261210 - Mechanical Engineering (SI - 60)	Government-Aided	60	4	64	-	0	0	-	-	-
0301262610 - Production Engineering [Sandwich] (SI - 60)	Government-Aided	60	2	62	-	0	0	-	-	-
0301289610 - Textile Technology (SI - 60)	Government-Aided	60	2	62	-	0	0	-	-	-
	Total	540	33	573	0	0	0	0	0	0

Online Process Fee to be Paid (Rs.) 0/-

[Save & Proceed >>>](#)

Step 6: Generate Proposal

- Generate Proposals and upload the same with institute stamp and Principal's signature.
- Proposal for Recommendation to Directorate can be generated only after successful payment of the processing fee.
- Proposal for Approval to ARA can be generated only after Directors recommendation process is completed.

Generate Institute Proposal

Instructions :

- Please Use Latest Version Of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **pdf, jpg, jpeg, png.**
- Maximum File Size Allowed : **500 KB.**

Sr. No.	Document Name	Upload	View	Edit	
1	Institute Proposal to Directorate				Generate Proposal
2	Institute Proposal to ARA				Generate Proposal