

www.mahacet.org

Government of Maharashtra State Common Entrance Test Cell, Mumbai

User Manual

College Feedback Module for Health Science Courses

Page 1 | 23

Table of Contents

Sr.	Description	Page No
1	Introduction	3
2	Steps to Follow	4
3	Flow Chart	5
4	Home Page	6
5	User Access Details	7
6	Update College Details	8
7	Joining Status Entry	
	 Joined/Not-Joined Entry Status Retention Admission Cancellation Generate Acknowledge 	12 13 13
	 Admission Acknowledge Retention Acknowledge Cancellation Acknowledge 	13 14 15
8	Documents Verification	
	 Verify Physical Documents Verify Online Uploaded Documents Upload Documents Upload Scrutiny Form Upload Scan copy of DD 	16 17 18 19 20
9	Verification of Admission & Final Submission	
	Nodal Officer VerificationFinal Submission	21 22

Page 2|23

[1] Introduction

The College Feedback Module is online portal developed for State CET Cell for smooth reporting of the Candidates who are taking part in CAP for various UG & PG Health Science courses under Medical Education and Ayush department.

We have developed this module to provide candidates joining, retention or cancellation status in as easy and consistent manner to the CET CELL, Mumbai. The link given on www.mahacet.org, login details are provided by CET CELL, Mumbai when process started.

Once the selection list publishes on website, same list will be display in respective college login. It is responsibility of every college to verify documents which are uploaded during registration process with physical documents also verify the candidate eligibility as per the rules in **NEET Information Brochure**.

Help Line / Technical Support: Please refer contact us page for contact no or email id.

Note:

We request to all colleges to update candidate's status on day to day basis as per schedule published on CET Cell website.

[2] Steps to Followed

- Step 1. The candidate will visit the college with Allotment Letter. The college will verify the details of the allotment letter (Name of the college, Name of the candidate, course etc)
- Step 2. The college will login in to College Feedback Module using their Login Credentials.
- Step 3. The college will select the course and round number for which it is reporting
- **Step 4.** The college will Identify the name of the candidate from the list of candidates allotted to their college
- **Step 5**. College will download the SCRUTINY FORM from the link given near the name of the Candidate. The SCRUTINY FORM is separate for each Candidate and is customised. (DO NOT use the SCRUTINY FORM given in the brochure)
- Step 6. The scrutiny officers team will verify all the Original documents of the candidate as per the list in SCRUTINY FORM and report accordingly. Also the documents uploaded are to be verified. If any document is not uploaded or wrongly uploaded, it should be re uploaded immediately.
- NOTE: The documents are to be verified as per the category of the candidate. Irrespective of whether he is selected for the category quota or OPEN quota. Candidate must produce all the documents as per his claimed category.
- Step 7. IF the scrutiny officers team validates the candidate. The Candidate should be marked JOINED in the Feed Back module after collecting necessary fees and original documents. The downloaded scrutiny form after scrutiny and signature of the concern officers should be uploaded on the website. An acknowledgement will be generated through system a copy of the same should be handed over to the candidate immediately
- **Step 8.** If the Scrutiny officers team invalidates the candidate. The candidate should be marked NOT JOINED in the Feedback module after which the reason

for not joining should be entered (Like for e.g. CVC not available, Domicile Not available, etc.). The downloaded scrutiny form after scrutiny and signature of the concern officers should be uploaded on the website. An acknowledgement will be generated through system a copy of the same should be handed over to the candidate immediately.

• Step 9. For all the candidates the same steps should be followed. On the Last day of Joining of the particular round. A report must be generated through portal which should be cross checked with the list displayed on the system and countersigned by the Principal. The signed copy of the report must be uploaded in the portal again.

[3] Flow Chart



Page 6 | 23

[4] Home Page

College Feedback link given on CET Cell website : www.mahacet.org

	State Common Entra Address : 8th Floor, New Excelsior Building	ance Test Cell, Maharashtra State ,A. K. Nayak Marg, Fort, Mumbai- 400 001.
Manager Market	College Feedback Module	
Joining Status Entry		Institutional Round Entry
CAP/MOP UP Round Status Entry	(Joined / Not-Joined / Retained / Cancelled)	Enter data of candidates allotted in Institutional Round
Next »		Next »
AIQ Seats Entry		AIQ Candidates Details Entry
All India Surrendered Seats Entry		Enter details of candidates admitted under All India Quota

[5] User's Access Details

- Nodal officer is a super user for feedback module
- Only Nodal officer can update college details and create sub-user
- Sub-user can update joining status only, it is responsibility of nodal officer to verify all entries updated by sub-user.
- Once nodal officer verifies joining status then sub-user not able makes any change in that entry.
- Only nodal officer can upload final report.

	\ \	/erification o	After	Final			
	Bef	Before After			Submission		
	Nodal Officer	Sub- User	Nodal Officer	Sub- User	Nodal Officer	Sub- User	
Update College Details	Y	Ν	Y	N	Y	Ν	
Document Verification	Y	Y	Y	N	Ν	Ν	
Joining StatusEntry	Y	Y	Y	N	Ν	Ν	
Status Retention	Y	Y	Y	N	N	N	
Cancellation	Y	Y	Y	N	N	N	
Final Submission	Ν	Ν	Y	Ν			

[6] Update College Details

We requested to all collage to update their following details

- College basic details
- College complete address
- Dean/Principal's contact details
- Nodal Officer's contact details
- College contact no & Email ID
- Sub-User details

All the communication will be on details provided in college updating.

Update College Det	ails			
-College Details :				
Exam Name	NEET	College Code		
Full Name				
Short Name				
Туре	~	Minority Status		~
Only for Women	~	Region		~
Fees Approved By Govt./FRA				
-College Contact Details :-				
College Address				
District	× *	Sub-District		× *
Pincode		Phone No		
Email ID		Website		
Nodal Officer's Name		Nodal Officer's		
Nodal Officer's Mobile No		Designation		
-Nodal Officer's Credential	Details :			
Liser Name	Password		Re-enter Password	
User Name	Password New Password		Re-enter Password Re-enter New Password	
User Name	Password New Password	Show password	Re-enter Password Re-enter New Password	Show password
User Name Note : Your new password must	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password	Re-enter Password Re-enter New Password er (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details :	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password Se letter (A-Z), one Lower Case letter	Re-enter Password	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette	Re-enter Password Re-enter New Password ar (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name Phone No	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette Mobile No Email ID	Re-enter Password Re-enter New Password ar (a-2), one number (0-9) and one spe	Show password
User Name Note : Your new password must —Dean/Principal Details : Dean / Principal Name Phone No —College Bank Account Det	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette Mobile No Email ID	Re-enter Password Re-enter New Password r (a-2), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean / Principal Details : Dean / Principal Name Phone NoCollege Bank Account Det Account Name	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette Mobile No Email ID	Re-enter Password Re-enter New Password r (a-2), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean / Principal Details : Dean / Principal Name Phone No	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette Mobile No Email ID	Re-enter Password Re-enter New Password r (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name Phone NoCollege Bank Account Det Account Name Bank Name Account Number	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case lette Mobile No Email ID Branch Name Confirm Account Number	Re-enter Password Re-enter New Password r (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean/Principal Name Phone NoCollege Bank Account Det Account Name Bank Name Account Number IFSC Code	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Show password se letter (A-Z), one Lower Case letter Mobile No Email ID Branch Name Confirm Account Number Confirm IFSC Code	Re-enter Password Re-enter New Password r (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name Phone No College Bank Account Det Account Name Bank Name Account Number IFSC Code	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Confirm IFSC Code	Re-enter Password Re-enter New Password er (a-2), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name Phone No College Bank Account Det Account Name Bank Name Account Number IFSC Code	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca	Confirm IFSC Code	Re-enter Password Re-enter New Password ar (a-z), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean / Principal Name Phone No College Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Details	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca aills :	Show password se letter (A-Z), one Lower Case letter Mobile No Email ID Branch Name Confirm Account Number Confirm IFSC Code	Re-enter Password Re-enter New Password ar (a-2), one number (0-9) and one spe	Show password
User Name Note : Your new password must Dean/Principal Details : Dean/Principal Name Phone No College Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Detail5	Password New Password New Password be between 8 and 15 characters long, contain at least one Upper Ca ails :	Show password	Re-enter Password Re-enter New Password rr (a-2), one number (0-9) and one spe	Add New User
User Name Note : Your new password must Dean/Principal Details : Dean/Principal Name Phone No College Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Details	Password New Password New Password be between 8 and 15 characters long, contain at least one Upper Ca ails :	Show password	Re-enter Password Re-enter New Password rr (a-2), one number (0-9) and one spe	Add New User
User Name Note : Your new password must Dean / Principal Details : Dean / Principal Name Phone NoCollege Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Details	Password New Password New Password be between 8 and 15 characters long, contain at least one Upper Ca ails :	Show password	Re-enter Password Re-enter New Password rr (a-2), one number (0-9) and one spe	Cishow password
User Name Note : Your new password must Dean/Principal Details : Dean/Principal Name Phone NoCollege Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Details	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca ails :	Sub-UserName	Re-enter Password Re-enter New Password r (a-2), one number (0-9) and one spe	Can be a constrained of the second of the se
User Name Note : Your new password must Dean/Principal Details : Dean/Principal Name Phone NoCollege Bank Account Det Account Name Bank Name Account Number IFSC CodeSub-User Details	Password New Password be between 8 and 15 characters long, contain at least one Upper Ca ails :	Sub-UserName	Re-enter Password Re-enter New Password r (a-2), one number (0-9) and one spe	Save

[7] Download Scrutiny Form

All the colleges should download system generated Scrutiny Form only. The link to download scrutiny form given in feedback module. It is mandatory to use system generated Scrutiny Form for physical document verification.

Selectio	n List Ex	port To Exc	cel		Filter selection list as per	Candidate statu	S	Select Filer	~	Арр	ly Filter
10 v	 entries 				1				Search:		
	SR	SML	AIR	Name		Quota	Course	CET Appl No	Candidate Status	Verified	Scrutiny
Edit	1	15	117	HARMANDEE	P DHALIWAL	OPEN	PROSTHO	21600025	Joined		a
Edit	2	28	199	YELMAR SW	APNIL RAMCHANDRA	OPEN	ORTHODONTICS	21600681	Joined & Retained	YES	a
Edit	3	32	217	KUDALE PRA	NAV KALURAM	A.I.	PERIO	21600794			4
Edit	4	43	277	SALVI RAJ CI	HANDRAKANT	OBC	PROSTHO	21600059			â
Edit	5	44	282	VADEKETHA	LA ROSMY DAVIS	OPEN	PERIO	21600223			4
Edit	6	64	485	SURABHI SR	IVASTAVA	OPEN	ORAL MED.	21600743			â
Edit	7	69	542	WANKHADE	AJINKYA DILIP	AI OBC	PEDIA DENT	21600416			8
edit	8	99	759	DIGHOLE SA	NTOSHI GANESH	NTD	CONS DENT	21600020			8
Edit	9	110	905	PRIYANKA G	AJARE	SC	ORAL AND MAX	21600077			4
Edit	10	116	939	JAISWAL NIT	IN GOVIND	SC	ORTHODONTICS	21600176			

Note : It is the responsibility of the college to verify candidate eligibility as per Information Brochure, the list of documents shown in Scrutiny Form may be change as per candidate claim or reservation.

[8] Joining Status Entry

[8.1] Login page for Nodal officer or sub-user

Joining Status Entry	
	CET Name
	Select *
	Round No. (Please Select Latest Round No)
	User Name
	User Name
	Password
CAP / MOP-LIP Round Entry	Password
	Show password
1. Joined / Not-Joined Status Entry	Enter Captcha
A Cancellation Status Entry Cancellation Status Entry	YYLKZG
4. Final Submission	
	Proceed

[8.2] Selection List

Once your login, selected candidates list will be shown.

Joining	g Statu	is Entry	1								Welcome :	Nangest	n V Chari	Log Out
NEET(PG	M)-20	20												
Round No				Round Dat	e	Round S	tart Date			Round	Last Date			
1				01/01/2020		01/01/202	20			30/04/2	2020			
College Nam	le			GMC N	IUMBAI									
			Total Adm	ission	Total Joined	Total Not-Joined	Tota	Not-Entered		Total Retained	Total Canc	elled	Tota	I Verified
Total Ad	Imission	Status		89	8	3		77		3				4
 Selecti 	on List													
Selection	List Exp	ort To Exc	el		Filter selection list	as per Candidate sta	atus		Se	elect Filer		-	Apply	y Filter
Show 10 •	entries										Searc	:h:		
	SR	SML	AIR	Name			Quota	Course		CET Appl No	Candid	ate Status	6	Verified
East	1	13	211	DHRUMIL	DEVESHKUMAR P	ATEL .	COMMON	RADIOLO	3Y	9191001004	Joined			YES
De cait	2	32	482	PALSURA	U UDAY		COMMON	SKIN & VE		9191000782	Joined &	Re:ained		
Edit	3	45	743	BODKHE	PRACHI BABANRA	0	овс	SKIN & VC)	9191000381	Not Join	ed		YES
Edit	4	79	1163	BHAVSAF	ATUL KISHOR		COMMON	ORTHO		9191001791	Cancelle	d		
E Edit	5	90	1251	KOTHARI	RONAK ASHOK		COMMON	ORTHO		9191001311	Joined			
Edit	6	96	1326	SHAIKH S	ADIYA MD RIZWAN		COMMON	PAEDIATR	IC	9191001664	Not Join	ed		
Eain	7	104	1380	DIVYATO	MER		COMMON	SURGERY	<	9191002402	Joined &	Reained		
East.	8	122	1666	PATIL RA	ISHANKAR VISHW	ANATH	COMMON	SURGERY		9191003690	Joined			YES
Edit	9	134	1834	ASHISH A	THAWALE		sc	RADIOLO	GΥ	9191001266	Not Join	ed		
East.	10	139	1948	MALGAO	NKAR SUMIT SATIS	H	COMMON	SURGERY	ě.	9191003299	Joined			YES
Showing 1 to 1	10 of 89 er	tries								Previous 1	2 3	4 5	-16	9 Nex
• Final S	ubmiss	sion												
Step : 1	Downlo	oad Final Re	port								Gen	erate Fin	al Repo	мt
Step : 2	Upload	Final Repo	n	C	hoose File No file c	hosen				tipiond	F	nal Subr	nission	
File Format :	PDF SIZ	e : upto 4M	8											

[8.3] Update Joining Status

To update joining status click on EDIT button given in front of every candidate. Once you click on edit button the candidates details and allotment details and documents uploaded by candidates are open. It responsibility of every college to verify physical document as well as documents uploaded by candidates. For details go to Document Verification.

								a na ana ang malagan na gan Salaha		-
Anomenic De	tails									
SML No	AIR	NEET Roll No		CET Application No	Date of Birth		Category	NEET	Marks	
13	211	1966090586		9191001004	15/06/1995		OPEN	874		
05/04/2019	COMMON	Allotted in Round		RADIOLOGY	DHRUMIL DE	me VESHKUMAI	R PATEL			
Candidates E Please check pr In case the uplo	Documents hysical documents with online aded documents are unclear th	uploaded documents. hen please reupload that docu	nents.							
r Document Name									/erified by (College
1 Any Original Pho	to ID (Aadhaar Card/Driving L	cence/Pan Card/Passport)						View	Yes	*
2 NEET-PG-2020	Statement of Marks							View	Yes	•
3 Domicile Certifica	ate							View	Yes	*
4 Internship Comp	letion Certificate/likely to be co	mpleted on 31/03/2020						View	Yes	*
5 MBBS Degree/P	assing Certificate							View	Yes	*
6 Permanent/Provi	isional Registration MMC/MCI/	Receipt of Application						View	Yes	*
7 Certificate from H	Head of Institue showing that th	ne Medical College/Institute fro	m which the	candidate has passed MBBS examinatio	n is recognized	by Medical C	ouncil of	View	Yes	Ŧ
8 Medical Fitness	Certificate (Annexure - I)							View	Yes	*
9 Caste Certificate								View	Yes	
10 Caste Validity/Tri	ibe Validity Certificate							View	Yes	•
11 Non Creamy Lay	er Certificate valid upto 31/03/	2020 (DT-VJ(A),NT(B),NT(C),N	IT(D),OBC,S	BC & SEBC)				View	Yes	•
12 Bond release Ce	rtificate from DMER, Mumbai (or proof of penalty amount paid	to Dean. (as	s per rule 8.13 NEET PG 2020 Informatio	n Brochure)			View	Yes	*
Reason for Uploa	id New / Re-upload Docur	nents Choose	File No file	a chosen			IJ	pload Docum	ent	
Joining	g Status 🗸	F	Retentio	on Status		Cance	lled Sta	atus		
Joined		Up	load	Choose File No file chosen		Jpload	Choose Fil	No file chos	en	
Joined 04/02/2020										
Joined 04/02/2020 Fees Details				D Date						
Joined 04/02/2020 Fees Details DD No	972090		DI	D Date		09/2019				
Joined 04/02/2020 Fees Details DD No Bank Name	972090 Bank of India			D Date	20/	09/2019				
Joined O4/02/2020 Fees Details DD No Bank Name Upload Scan Copy of I	972090 Bank of India Demand Draft (DD)			D Date mount View Uploaded DD	20/	09/2019	Reupl	Od teo		
Jolned 04/02/2020 Fees Details DD No Bank Name Upload Scan Copy of I Remark Optional (max leng	972090 Bank of India Demand Draft (DD) gth 500 character)			D Date mount View Uploaded DD	20/	09/2019	Reup	coat DD		
Joined 04/02/2020 Fees Details DD No Bank Name Upload Scan Copy of I Remark Optional (max leng	972090 Bank of India Demand Draft (DD) gth 500 character)			D Date mount View Uploaded DD Submitted By	20/	09/2019	Reupi	oad DD		
Joined 04/02/2020 Fees Details DD No Bank Name Upload Scan Copy of It Remark Optional (max leng	972090 Bank of India Demand Draft (DD) gth 500 character) Aertfied By Nodal Officer Thursday, Apr 23 2020 5	r55AM Dr.nod	al Officer National Statements of the second statement	D Date mount View Uploaded DD View Uploaded DD Submitted By Friday, Mar 20 2020 4:24AM	20/ 100	09/2019 1000.00	Reupi Updat ame Tr	oad DD ed By	2020 9:55AI	M
Jolnad 04/02/2020 Fees Details DD No Bank Name Upload Scan Copy of I Remark Optional (max leng YES + I hereby declare	972090 Bank of India Demand Draft (DD) gth 500 character) Aerified By Nodal Officer Thursday, Apr 23 2020 S that I have verified all the d Back	r55AM Dr.ned	al Officer National State with or	D Date mount View Uploaded DD View Uploaded DD Submitted By me Friday, Mar 20 2020 4:24AM iginal documents and are correct to th	20/ 100	09/2019 1000.00 odel Officer N	Reupi Updat ame Tr	ed By	2020 9:55AI	

[8.3] Joined/Not-Joined Entry

Г

Joined: If candidate report to college within prescribe period and all the uploaded aswell as physical documents found correct as per NEET Brochure.

Not-Joined: If candidates not reported to the allotted college or found any discrepancy in documents or eligibility as per Brochure then college has to report Not-Joined with specific reasons (such as Not-Reported/No CVC/No NCL etc.)

•	 Following reasons are 	e available for Not-Joined or cancel	lation.
Sr.	Reason	Description	Action
1	No Caste Certificate	No valid caste certificate	Convert to open in next
2	No CVC	No valid Caste Validity Certificate	round if eligible in open
3		as per NEE I Boucher	Boucher
5	NUNCL	certificate	
4	No EWS Certificate	No valid EWS certificate	
5	Personal Reason	Candidate not willing to join	Out of process
6	Not Reported	Candidate not report to college for joining within prescribe period given in schedule.	Out of process
7	No Domicile (For UG)	No valid domicile certificate	Out of process
8	No Minority Certificate	No valid minority certificate/ documents	Remove minority claim convert to general in next round.
9	Mismatched Category	Select wrong category at the time of registration	Convert to respective category in next round.
10	No NRI Documents	No valid NRI Documents	Out of process
11	No PWD Certificate	No PWD certificate /PWD certificate shows not eligible.	Remove PWD claim and convert to general if eligible as per NEET Boucher
12	No Defence Certificate	No valid defence certificate	Remove Defence claim and convert to general if eligible as per NEET Boucher
13	No Hilly Area Certificate	No valid hilly certificate	Remove hilly claim
14	No Orphan Certificate	No valid orphan certificate	Remove orphan claim
15	Invalid Gender	Select wrong gender at time of registration.	Convert to respective gender
16	Not eligible for PWD but eligible for Medical & Dental Courses	No valid PWD certificate but candidate eligible in general quota.	Convert to general quota
17	No MKB	No valid MKB certificate	Remove MKB claim
18	No OCI-PIO	No valid OCI-PIO certificate	Remove claim and convert to general as per NEET Boucher
19	Over Aged	Candidate is over aged as per NEET Boucher	Not Eligible
Note deta	e: Remark option is giver ails reason for Not-Joinin	n in entry form. We requested to all g or cancellation.	colleges to mention

[8.4] Status Retention Form

Candidate submits a **Status Retention Form** in the given format on or before prescribed date. College has to scan and upload **Status Retention Form** in feedback module also update Retention status to **YES** and retention date will be automatically captured.

[8.5] Admission Cancellation Form

Candidate who has confirmed his/her admission may cancel it on or before prescribed date which will be declared by Competent Authority, by submitting an application to the concerned Dean/the head of the institution. College has to scan and upload **Admission Cancellation Form** in feedback module.

[8.6] Generation of Admission Acknowledgment

Once the candidates joining status update in College Feedback, the system will generate online admission Acknowledgement and this document should be duly signed by Dean/ Principal with the stamp of the College. This signed Admission Acknowledgment should be given to the candidate. Candidate will receive SMS on Registered Mobile about his/her admission. The following image showing sample copy of admission Acknowledgement Letter.

e	Admission	Acknowledgement	
Printed On	. 8		
 Candidate Details 	•		CONTRACTOR OF A CONTRACTOR OF A CONTRACTOR
SML Number			公括今日金公 公
All India Rank	=		
CET Form No			
Name	14		在45-43-33-34-34-34-34-34-34-34-34-34-34-34-
Date of Birth			
Category	o 114		
 Admission Details 	•		
Exam Name			
Institute Name	1000		
Course Name			
Allotment Date	1		
Round No			
Alloted Quota	12		
0	Joined	Retained	Cancelled
Status	Yes	No	No
Date		0	3 °
Col	lege Seal		Dean/Principal (Stamp & Signature)
t is hereby made clear itatus Retention Form	that I have joined the allott I will be consider for next s	ed college. I am fully aware ubsequent rounds of selectio	that I have not submitted n process.

Page 14 | 23

[8.7] Generation of Admission and Retention Acknowledgement

Once the candidates Retention status update in College Feedback, the system will generate online Retention Acknowledgement and this document should be duly signed by Dean/ Principal with the stamp of the College. This signed Retention Acknowledgment should be given to the candidate. Candidate will receive SMS on Registered Mobile about his/her admission. The following image showing sample copy of Retention Acknowledgement Letter.

Printed On			
Candidate Detail	•		
SML Number	-		LANK AND
All India Rank	112		\$1.5 million (1997) + 5
LEI Form No	1		把机会把的根
Data of Dirth	12		100 A 30 40
Catagory			
Administra Datail			EDV/VIA DEVENUE COMMUNICATION COMUNICATION COMU
Syam Name	`		
Institute Name	1		
Course Name			
Allotment Date	-		
Round No			
Alloted Ouota			
		P	
Same In	Joined	Ketained	Cancelled
Status	Yes	Yes	No
Date			
Co	llege Seal		Dean/Principal (Stamp & Signature)
1		ted college and I am fully aw	are that after submitting this election process. I also declare

[8.8] Generation of Admission Cancellation Acknowledgement

Once the candidates Cancellation status update in College Feedback, the system will generate online Cancellation Acknowledgement and this document should be duly signed by Dean/ Principal with the stamp of the College. This signed Cancellation Acknowledgment should be given to the candidate. Candidate will receive SMS on Registered Mobile about his/her admission. The following image showing sample copy of Cancellation Acknowledgement Letter.

	Admission	Cancellation Acknow	ledgement
Printed On	ES .		
Candidate Detail			同志的法法的法律法国
SML Number	1		ALL MARKET ALL
All India Rank	6		和民族的政治
CET Form No	E		12-13-1-15-1
Nane			
Date of Birth	÷		19-10-20-10-00-00-00-00-00-00-00-00-00-00-00-00
Category	13		日本工作化学、学校
Admission Detail			
Exam Name	£		
Institute Name	E		
Course Name	E		
Allotment Date			
Round No	£2,		
Alloted Quota	13		
3	Joined	Retained	Cancelled
Status	Yes	No	Yes
Date		8	8
Co	lege Seal		Dean/Principal (Stamp & Signature)
hereby tender my vol nd penalty conditions	antary resignation. I am ab , as per NEET (PG) - 2020	side by the rules and regulat brochure.	ions regarding refund of fees

Page 16 | 23

[9] Document Verification

It is responsibility of every college to verify documents which are uploaded during registration process with physical documents also verify the candidate eligibility as per the rules in NEET Brochure. College can upload/re-upload any document if documents not clear or not uploaded at the time of registration.

[9.1] Verify Physical Documents

It is college responsibility to verify physical documents of every candidate before joining as per NEET Boucher.

[9.1.1] Category candidates who do not have Caste Validity Certificate at the time of Physical document verification process, will be considered as Open merit candidates subject to fulfilling eligibility. You need to report as following in feedback module.

- 1. Joining Status: Not-Joined
- 2. Reason: No Caste Certificate

[9.1.2] (VJ)DT -A, NT-B, NT-C, NT-D, OBC and SBC category candidates who do not have Non Creamy Layer at the time of physical document verification process will be considered as Open Merit candidates subject to fulfilling eligibility. Such category candidates without validity and / or NCL, who are considered as Open. You need to report following in feedback module

- 1. Joining Status: Not-Joined
- 2. Reason: No CVC or No NCL

[9.1.3] EWS candidates who do not have EWS Eligibility Certificate in prescribed format as per NEET Brochure at the time off document verification process will be considered as open merit candidates subject to fulfilling eligibility. You need to report following in feedback module

- 1. Joining Status: Not-Joined
- 2. Reason: No EWS Certificate

[9.1.4] Applicants belonging to SBC: The person belonging to Special Backward Class (SBC) is to be considered as OBC candidate and such candidate will be required to produce Non-Creamy Layer Certificate.

[9.2] Verify Online Uploaded Documents

It is college responsibility to verify online uploaded documents of every candidate before joining as per NEET Boucher. Once you click on view documents open in popup after that verification dropdown enable.

Before update join status need to verify all documents.

1	Allotment Deta	ails		- 18-			
M	L No	AIK	NEET Koll No	CE1 Application No	Date of Birth	Category	NEET Warks
1		139	1955216405	202000061	21.06/1998	OPEN	888
ile:	otted Quote	Allotted in Hound	Course	Candidate Name			Mobile No
D	MMON.	1	CONS UENT	LOBO WENDY MARIA VIANN	EY		9029561575
	Passe check phy In case the optical If Centrifiate not a Document Name	acial documents with online upload ted documents see unideer free plo ploaded documents as per their cal	et ducuments wee reuptopit that documents aporty novemation chemithen pli	naae optoed ital documenta			Verhied by Colle
1	Admit Card of NEL	:1-MD5-2020					View Ni 🗸
2	Any Original Photo	a ID (Aadhear Card/Driving Ucence	Pan Card/Pasaport)				Ni 🗸
1	NEE1-MD5-2020	Stationment of Marka					View Ni 🗸
4	Nationality Carific	ala/Weld India Passport or H.S.C (c	r Eigutrakent) School Leaving (Dertificale			View Ni 🗸
1	Internahip Compte	ion Certificate/Rely to be complete	d an S1/03/2020				View Ni 🗸
8	BDS Permanent o	r Phonosional Degree/Passing Certif	cale				New Ni 🗸
1	Paintanen/Phona	unal Regulation D.C.IMSDC/Rec	ept of Application				New Ni 🗸
8	Certificals from He	set of institue shoeing that the Den	tal College/Institute from which	the candidate has passed BDS Exam	ination is recognized by Dental	Council of India	View Ni 🗸
2	Medical Filmess Co	erlificatia (Annacoura - I)(As per NED	1-MDS-2020 Information Broch	ure)			View Ni 🗸
1	Add New / Re	-upload Documents					
3	elect Document					1	2
9	Reason for Upload	New / Re-upload Documents	(Chanse Fi	No Su choan		Uplo	ed Document
- 4	le Format : pd only	(5 de : uplo 5004h					
	Joining Seed an Other DOMMAYYYY	Status					

[9.3] Upload Documents

If college found any discrepancy in online uploaded documents or missing any documents, then it is college responsibility to scan and upload that documents. The list of documents given in dropdown. You can select document and choose scanned copy of respective document and upload.

A	liotment Det	ails						
SNL.	. No	AIN	NEET Roll No	CE1 Application No	Date of Birth	Category	NEET	Narka
17.		129	1955218405	202000061	21.06/1096	OPEN	688	
Alla	fled Quote	Allotted in Round	Course	Candidate Name		10	Mobil	w No
004	ANCON .	4	CDNS UENT	LOBO WENDY MARIA VIANN	£Υ		90295	61875
· · ·	Chosen shock phy In case the upson If Candidate rate o Decument Name Admit Card of NEI	vitat focurrenta with orthon global leit decurrenta are brideer then pe prevent docurrents as per ther cel	ed constructions and mapping that documents, agory neisenalities chain thes pr	www.spiced fiel documents			View	Nermed by Co
2	Any Original Pluce	ID (Aadhaar Card/Driving Doares	(Sen Cont/Storograf)				View	N V
0	NEET-MDS-2020	Salamani of Marka				1	View	N V
+	Nationality Carafic	ala/Valid India Passport or $H \otimes C$ ()	r Equivalent School Leaving I	Cetticale			View	N V
	Internabilp Comple	linn Certificals/Blaty to be complete	d an 31/03/2020				View	N: ¥
#	BDS Plemanent o	r Phiniskoval Degree/Plassing Certif	kale -				View	Ni V
1. 	Partitioner Provide	ora regeneration of Christochies	eta el Attacason				VILLA	
2	Certificale from the	eac of matrice showing that free Den	tel Collegentratitute from stricts	The centraliste has passed 0575 Exam	mean is recognized by Denial	Council of traine	View	
8	Medkali † Ilinson C	ertificalle (Annexion - I)(Au per 1955	1-MDS-2020 Information Broch	sans)			View	N V
A	dd New / Re	-upload Documents					95 (9 3) 93	
Se	ect Document					r		
R	eason for Uploar	New / Re-upload Documents	Charse H	No like chasen		Uplo	ad Docum	hert
File	• Hormat : poli only	'Size : upto 50.0kb				20		
-	Joining	Status						

Page 19 | 23

[9.4] Upload Scrutiny Form

Before upload joining status it compulsory to verify physical as well as online uploaded documents of every candidates and upload scrutiny form of respective candidates. There is no scrutiny form uploaded for not-joined candidates.

E BOSP	Ammanumit or Provisional Degree/Passing	Certificatie					View	
7. (Parma	anand/Provisional Plagadiation (J.C.1MSQC	Divential of Apple	cadion				Mew	N
8 Certific	cate from these of institue showing the th	e Dental College/	institute from	r which the candidate here passed ISDS Economication	m is recognized by Denta	el Council of tratter	View	N V
3 Media	al Himon Cwilfsale (Anteniste - 1)(As per	NEET-MDS-202	D tribreniikos	n Brachana)			New	N: 🗸
Add N	lew / Re-upload Documents	(
Select Do	onument							
Reason	for Upleed New / Re-uplead Decum	ents	Chi	increat Filler) No libe chosen			pland Docur	nart
hile horma	at : pof only Size : opto Silöhn							
	Joining Status	•						
Fees (Details			Free Approved by CovEFRA :				
Fees [Details			Fees Approved by Cost./FIGA: DO Date				
Fees (DD No Sank Name	Details			Feer Approved by Cont. HKA: DO Date Amount				
Fees (DD No Sank Nema Uptued Scar	Details			Prev Approved by Covt./FICA : UO Date Amount (Choose File) has file choosen				
Fees I D0 No Earck Name Iptust Scar Scrutin	Details			Free Approved by Cont. HKA: DO Date Amount (Choose File) has the choosen				
Fees [DD Ne Earth Name Uptned Sca	Details		Choceen	Here Approved by Cont.HIA UD Date Amount Chrome File Ins file chrown		Upicar	d Scrutiny Fe	
Fees I One Sank Neme Scrutin Scruti	Details			Tees Approved by Cont. PRA: DD Date Amount Choose Play has the choosen File No file choosen		Upine	d Solutiny Fo	
Fees I out No Sente Nerne Contact Nerne Sorutin Sorutin Remai Optional (Reaso	Details	tion	Choose	Free Approved by Cost./FIGA: UD Date Amount Choose File I fai file choosen File I foi file choosen		Upha	d Sendiny Fr	
Fees I Do Ne Startk Neme Jorden Scart Scrutin Optional (Reaso Select me	Details	tion	Choose	rees Approved by Cont. (H)(A) UD Date Amount Choose File) Par file choosen File) No file choosen r Rendson in Delta/Is		Upha	d Sonatiny Fo	
Fees I ao No Santk Neme Santk Neme Sorutin Scrutin Scrutin Remai Optional (Reaso Senet ne	Details	tion	Choose			Uptan	d Scrutiny Fo	
Fees I out Ne Sank Nem Column Sca Scrutin Scrutin Remai Optional (Reaso	Details Petails Pet	tion	Ertlan			Upha	d Sonatiny Po	

Page 20 | 23

[9.5] Upload Scan copy of DD

College need to upload Demand Draft (DD) submitted by candidate at the time of admission, also need to enter DD Details in form while updating joining status. There is no need to upload any details of DD if candidate not joined in given period in respective notice.

							1		
8 BUS Premium	ent or Provisional Degree/Passing	Certificate					View	N	~
7 Parmanant/Pr	ovisional Plegalistice D.C.IMSDC	(Tecopi of Apple	nation				View	N	~
8 Certificate for	m Passed of Institute advocating that the	e Dental Collegelà	kuddule frar	n which the candidate face passed BUS Examinatio	on to recognized by Own	al Council of India	View	Né	~
S Meckal Vitres	sa Certificata (Amessure - 1)(An per	NEET-MDS-2020	0 toforma0u	m Brochume)			View	N	~
Add New / I	Re-upload Documents						10 A		
Select Documen	z								
Reason for Up	load New / Re-upload Docum	onts	Ch	sizes file) No Se chosen		ų	pload Docur	nent	
File Format : pcl :	ordy (Size : optic 500Mr					-			
DOMMANY	ffor YY	•							
Fees Detail	ls			Hees Approved by Cost. (HKA:					
Fees Detail	ls	ļ		New Approved by Cost./HKA: DO Date					
Pees Detail	ls			New Approved by ContUNKA : DO Date Amount					
Fees Detail Div	Is			Press Approved by Cost./FICA : DO Date Amount (Choose/File) No (Ne choose)					
Fees Detail D No dentk Neme dentk Sam Copy Scrutiny Fo	Is			Press Approved by Coxt./HKA : DD Date Amount (Chacew File) You like chases					
Fees Detail UN Sark Name Upted Scan Copy Sorutiny Fo Japlaed Scan Copy	IS 			Press Approved by Cont./HKA : DD Date Amount Choose The Nu De chooses		Uplood	d Scrutiny Fo	50TE ()	
Fees Detail D Ne Earch Name Lanck Name Sorutiny Fo Uptact Scan Copy Remark Optional (marcie	IS			New Approved by Cost./HKA: DU Date Amount Chocen File No file chocen		Lpicor	d Scrutiny Fe		
Fees Detail D No Bank Name Uptad Stan Copy Sorutiny Fo Uptand Stan Copy Remark Optional (maxie Reason for	Is	tion		Press Approved by Cost./HKA : DD Date Amount Checker The No Re chosen		Upicod	d Scrutiny Fo	sm /:	
Fees Detail Units Fees Detail Units Fees Detail Units Fees Detail Fees Fees Fees Fees Fees Fees Fees Fees	Is	tion	Erta	Press Approved by Cont. PRA: DO Date Amount Choose File No file chooses Press No file chooses Press No file chooses Press No file chooses Press No file chooses		Uption	d Scrutiny Fo		
Fees Detail Une Fees Detail Une Fees Detail Une Fees Detail Une Fees Detail Fees Fees Fees Fees Fees Fees Fees Fees	Is	tion	Erta			Uplood	d Scrutiny Fo		
Fees Detail DD No Elenk Neme Upstad Scan Copy Sorutiny Fo Upstad Scan Copy Remark Optional (maxie Reason for Security	Is of Demand Draft (DD) orm of Solutions horm ingth 500 character) Not Joining / Cancellat Ventred by Nodel Diffuser	tion				Uptoor	d. Scrutiny Fr		

[10] Verification of Admissions & Final Submission

[10.1] Nodal Officer Verification

It is responsibility of nodal officer to verify each and every admission. Without nodal officer verification final report will not be generate. Once admission verified by nodal officer that admission lock for sub-user. Sub- user cannot make any changes in that admission.

6 BUSTNmark	ent or Provisional Depres/Passing Cartificate				View	Nr 🗸
/ Psemanand/Pa	rovisional Hispainston D.C.INSUCITycoupt of Applic	ation			View.	Nr 🗸
8 Gentificate from	m mead of institue aboving that the Dentel Collegion	nalitaise from sefield	The concludes fee passed BDS Exampleton is recognized by Dentel Co	ouncti of Indae	View	Nr 🗸
9 Medical 7 Ibrea	as Cartificatis (Annanum - 1)(An per NGE I-MDS-2020	i Information Broc	une)		View	NR 🗸
Add New /	Re-upload Documents					
Select Documen	t	-				
Reason for Up	load New / Re-upitiad Documents	(Choose f	M) Nu like chasen	Uplo	ad Docume	art
hie hormat : pif	only (See : upto 500kb					
COMMANY						
ID No		00.0	ete			
dank Nume	-	Ama	und			
	1		cost file Au the chrosen			
Aplaad Scan Copy	of Demand Draft (DD)	Ch				
Scrutiny Fo	of Demaint Chall (DD). 2001	[.Ch				
Upland Scan Copy Scrutiny Fo Upland Scan Copy	of Demond Chalf (CD) prm y at Scrutiny Horm	(Choose File)	to file choses	Upload S	arutiny For	n .
Ipland Scan Copy Scrutiny Fo Ipland Scan Copy Remark Optional (max to	of Demonst Chall (DD) prm pret Scrubing Hories angth 500 character)	Chicon File)	in file choose	Upload S	arutiny For	n (
Iptued Scan Copy Scrutiny Fo Jatend Scan Copy Remark Optional (max to Reason for	of Demonst Dealt (DD) prm y of Scrutery Form angth 500 character) Not Joining / Cancellation	Chucase File	to file chease	Upload S	crutiny For	n (
Iphaed Scan Copy Scrutiny Fo Iphaed Scan Copy Remark Optional (max is Reason for Iphaed Here	of Demand Diell (DD) prm y of Scrutiny Form: angth 500 cheracter) Not Joining / Cancellation	Enter Ros	son in Details	Upload S	shuthing For	*
Upted Scen Copy Sorutiny FC Upted Scen Copy Remark Cotional (max to Reason for Social Inex	of Dement Ontil (DO) prm y of Scrubiny Hom ingth 500 character) Not Joining / Cancellation verted by Nodel Officer	Chocas File	son in Details	Upload S Updated I	enutiny For	•
Sources Copy Scrutiny Fc Uplead Scen Copy Remark Optional (max is Reason for Scent Here NO ~	of Demond Detit (DD) prm y at Scrutiny Homi angth 500 character) Not Joining / Cancellation Vented Sy Nodel Officer	Enter Roz	son in Details	Upticad S Updated t	andiny For	
Uptant Scan Copy Scrutiny Fc Uptant Scan Copy Remark Optional (max to Reason for Scient Inex NO ~	of Demonst Crief (DO) prm prd Scrutiny Form ungth 500 character) Not Joining / Cancellation Vented by Nodel Officer Back		an file choose	Upload S	srubny For Sy Submit	

Page 22 | 23

[10.2] Final Submission

It is responsibility of Nodal Officer to verify all admissions updated by sub-user. After verification of all admissions, Nodal officer can generate final report.

NEET (N	VIDS)-2021								initie i ortai citta
Round No		Round Date		Round Start Date			Round Las	st Date	
0		01/09/2021		01/09/2021			01/09/2021	1	
Co <mark>llege</mark> Name	θ	GDC MUME	IAE						9
		Total Admission	Total Joined	Total Not-Joined	Total Not-Entere	d Total R	etained	Total Cancelled	Total Verified
Total Adr	mission Status	9	1	0	8		0	0	0
Selection	on List List Export To Ex Tentrice	cel	Filter selection is	t as per Candidate status		Joined Only	l	Saarrih	Apply Filter
Selection I	on List List Export To Ex Jentries	cel	Filter selection is	t as per Candidate status	Course	Joined Only	,	Search:	Apply Filter
Selection	on List List Export To Ex Gentries	oel SML AIR 6 127	Filter selection lis	Las per Candidate status Quota COMMON	Course	Joined Only CET Appl No 202000238		Search: Candidate Statue	Apply Filter
Selection Selection now 10 V	on List List Export To Ex entries SR 1 1 of 1 entries	oel SML AIR 6 127	Filter selection lis Name PRIYA AGRAWAL	t as per Candidate status Quota COMMON	Course PROSTHO	Joined Only CET Appl No 202000238	i at	Search: Candidate statue	Apply Filter Verified
Selection Selection low(10 v Edit	on List List Export To Ex entries SR 1 1 of 1 entries	cel SML AIR 6 127	Filter selection lis Name PRIYA AGRAWAL	t as per Candidate status Quota COMMON	Course PROSTHO	Joined Only CET Appl No 202000238	, , , , , , , , , , , , , , , , , , ,	Search: Candidate Statue	Apply Filter Verified
Selection Selection Intervention Selection Selection Selection Selection Final Selection Selecti	on List List Export To Ex Oentries SR of 1 entries Ubmission	cel SML AIR 6 127	Filter selection lis Name PRIVA AGRAWAL	t as per Candidate status Quota COMMON	Course PROSTHO	Joined Only CET Appl No 202000238	, de	Search: Candidate Statue	Apply Filter
Selection Selection tow 10 For tan towing 1 to 1 Comparison Final State time: 1	on List	cel SML AIR 6 127 Report	Filter selection lis Name PRIVA AGRAWAE	t as per Candidate status Quota COMMON	Course PROSTHO	Joined Only CET Appl No 202000238		Search: Candidate Status owed Generate Fin	Apply Filter Verified evious 1 N

It is responsibility of college committee to verify the final report generated by Nodal Officer before stamp & signature on that report. After stamp & signature of admission committee nodal officer need to scan and upload final report in feedback module to complete joining process.

Back to Index

Page 23 | 23