

Bansilal Ramnath Agarwal Charitable Trust's
Vishwakarma College of Arts, Commerce and Science
 Sr. No. 3/6 Laxminagar, VIT Kondhwa Campus, Kondhwa (Bk), Pune- 411048
 (Affiliated to Savitribai Phule Pune University)

Date: 10th Sept. 2026

Admission Notification for FY BBA/BBA-IB/BBA-CA for the A.Y. 2026-27
Provisional Schedule for Admissions at Institute Level Round

**Admission round for the Institute Level seats
 will be conducted as per schedule given in table 1:**

Table 1: Tentative Schedule for round

Sr. No	Activity	Start	End
1	Release of advertisement on the Institute website, Notice Board and in the newspaper	11/08/2026	
2	Display & publishing of information brochure, admission process and round schedule on the institute website & notice board	11/08/2026	
3	Submission of application form by eligible candidates	11/08/2026	08/09/2026 (Up to 5.00 pm)
4	Display of vacant seats * (Upon receiving from the State CET Cell)	09/09/2026	
5	Display of Provisional Merit List	10/09/2026 (Up to 10.00 am)	
6	Submission of grievances (if any)	10/09/2026 (Up to 4.30 pm)	
7	Display of final merit list	10/09/2026 (Up to 6.00 pm)	
8	Reporting of the candidates	11/09/2026 at 10:00 am (as per the schedule given below in Table 2)	

Table 2: Tentative Reporting Schedule

Date and Day	Reporting Time	Merit No.
11th Sept. 2026 Friday	10.00 am	1 to 50
	11.30 am	51 to 100
	12.00 noon	101 onwards

Important Instructions and Rules & Regulations for admission process

1. In all INSTITUTE LEVEL round(s), admissions will be conducted as per the information brochure published by the State CET Cell, Mumbai, Govt of Maharashtra for the Academic Year 2026-27 for admissions to full-time professional undergraduate technical courses. **(For details refer to www.mahacet.org)**
2. The schedule given above is provisional and in accordance with the schedule declared by the CET Cell Mumbai. It may change due to unavoidable circumstances or as per any change in the notification issued by State CET Cell, Mumbai, Govt of Maharashtra from time to time. The revised schedule, if any, will be notified separately.
3. Those who have registered for INSTITUTE LEVEL Round(s) of VCACS, Pune, need to keep watch for any updates regarding INSTITUTE LEVEL Round(s) on VCACS, Pune, website. It's the candidates' responsibility to keep watch on the VCACS, Pune website : www.vcacs.ac.in for frequent updates.
4. Parking facilities for four-wheeler vehicles are **available** on campus.
5. **INSTITUTE LEVEL Round(s)** will be conducted **at VCACS Pune**. Kindly note that the seat allotment process will be conducted allotment of Merit List will be held in the **Seminar Hall-005 , Ground floor VCACS Building, Kondhwa Campus, Pune-48** . All the candidates belonging to the respective merit lists and seats **MUST** report as per the schedule given above in Table 2.
6. It is mandatory to register for all the aspiring candidates who wish to participate in this **INSTITUTE LEVEL** round. The registration shall be done on the institute's admission portal with the link.
7. The candidates who have applied directly to State Cet Cell, CAP portal for **INSTITUTE LEVEL** 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.
8. Link for application portal for this INSTITUTE LEVEL round:
<https://www.vcacs.ac.in/institutional-quota>
9. Non-refundable and non-transferable application processing fee of ₹ 500/- (Rs. Five Hundred Only) is to be paid online through the link provided on the institute's website. The candidate should bring the hard copy of transaction details and the application form with all applicable documents, at the time of admission process, failing to which candidate shall not be considered for actual seat allotment.
10. The registration fees of ₹ 500/- for INSTITUTE LEVEL round is to be paid once & candidates can participate in multiple rounds, **if any**.
11. 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.
12. Document verification for admission is mandatory to be done **“in person”** by the Candidate at the Institute as per the schedule of **INSTITUTE LEVEL** round(s) at the time of the round.
13. Interested candidate must be present **in-person** for **INSTITUTE LEVEL** 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
 - i) Original & a photocopy of Identity proof of candidate and parent/guardian,
 - ii) Original authorization letter duly signed by the Candidate
 - iii) All applicable documents
 - iv) ONLINE Fee payment readiness

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.

14. 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
 - i) original fee receipt,
 - ii) 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.
 - iii) 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.
15. At any stage in the admission process, if a candidate is found to have furnished false information, his/her candidature shall stand terminated and he/she will not be allowed to participate in further admission process.
16. 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.
17. 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.
18. Candidates shall confirm the admission by paying the requisite amount of fees as per the fee structure displayed on institute website for **INSTITUTE LEVEL** seats and by submitting required documents in original at the time of reporting to the Institute.
19. The fee structure displayed on institute website for **INSTITUTE LEVEL** 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.
20. 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 VCACS, Pune Institute's website before the commencement of the round. As per the State CET Cell rules, seat type TFWS & EWS, if remains vacant after the end of CAP rounds, shall not be filled during the **INSTITUTE LEVEL** round/s.
21. Vacant seats will be filled in by the Candidate from the same Category for which it was earmarked during the CAP rounds.
22. While filling up these seats, the preference shall be given to Maharashtra State Candidature Candidate over All India Candidature Candidate on the basis of as per State CET Cell Information brochure
23. 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.
24. 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 Admission Venue will have to pass through the entire admission process and shall not be allowed to re-enter in the Admission Venue during the ongoing stage / round.
25. Vacancies, **if any**, after this **INSTITUTE LEVEL** 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.
26. The decision of the Principal, VCACS, Pune shall be final and binding.

Admission activities to be carried out during INSTITUTE LEVEL Round 2026

Sr. No.	Activity
1	Reporting of candidates to VCACS, Pune Kondhwa, strictly as per the schedule mentioned above (Table 2). Students who are <u>already admitted to VCACS, Pune</u> through CAP Round I or II or III or IV should pay the difference amount of fees, as applicable immediately via ONLINE mode only. All candidates must refer to the fee structure attached on the last page of this notification for fees applicable for admission to FY BBA/ BBA-IB & BBA(CA) through INSTITUTE LEVEL round. The fee structure is also available on VCACS Pune website: www.vcacs.ac.in
2	Verification of requisite original documents as notified by CET Cell and submission of one set of photocopies of requisite documents.
3	Call for seat allotment shall be by counseling as per candidates appearing in the Merit List Published by the VCACS, Pune. Seat allotment will be based on available vacancy at that moment.
4	Admission confirmation on CET portal and Issue of admission confirmation receipt to the candidate.
5	Fees Payment can be made by Online Payment / UPI / Credit Card / Debit Card. Candidates should ensure their ONLINE fund transfer limits
6	Submission of required original documents along with Two set of photocopies of applicable documents.



Sd/-
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