

## MASA CAP 2009-10: Important Dates and Instructions to Candidates

<b>Maharashtra Association of Schools of Architecture</b>				
<b>MASA-CAP for academic year 2009-2010</b>		<b>IMPORTANT DATES TO REMEMBER</b>		
<b>SCHEDULE OF ACTIVITIES</b>		<b>Dates</b>		
<b>Sr.No.</b>	<b>Activity</b>	<b>From</b>	<b>To</b>	<b>Important Instructions to the Candidate</b>
NEWS PAPER ANNOUNCEMENT for MASA-CAP-2009-2010		<b>15<sup>th</sup> June,2009</b>		
1	Online availability of Forms & Information brochure on MASA website for candidates desiring admission to first year B. Arch. course (recognized by the Council of Architecture) in the schools/colleges/institutes of Maharashtra participating in MASA-CAP process.	<b>20<sup>th</sup> June</b>	<b>4<sup>th</sup> July 3.00p.m.</b>	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.maharch.org">www.maharch.org</a> and download the Brochure and Application form.</li> <li>• Take a Printout of Application Form and fill it by referring to the brochure.</li> </ul>
2	Submission of admission forms with options for MASA-CAP-2009-2010 through ARC's on payment of Rs.800.00 by Crossed Demand Draft drawn in favour of "MASA" payable at Mumbai. Respective ARC's shall verify the NATA score, qualifying examination marks and other documents (in case of reserved category) of all candidates before uploading application and issue a receipt with Application ID number which will be generated by the main computer.	<b>27<sup>th</sup> June</b>	<b>4<sup>th</sup> July 4.00p.m.</b>	<ul style="list-style-type: none"> <li>• Take the filled Application form to your nearest ARC along with all necessary documents.</li> <li>• Ensure that the photocopies of the documents are duly attested.</li> <li>• ENSURE THAT YOU PROVIDE A CORRECT MOBILE NUMBER OF YOURSELF OR OF YOUR PARENTS IN THE FORM.</li> <li>• The ARC Officer will enter the details given in your form in the MASA CAP System.</li> <li>• He will take a printout of the Online Form and give to you. Ensure that all the information entered is correct. If any errors are spotted, ask the ARC Officer to correct it immediately and take a new printout of the form. Once the information is correct, SIGN on the form and return it back to the ARC Officer.</li> <li>• The ARC Officer will issue you a FINAL PRINTOUT of your Online Form, which will be stamped and signed by him.</li> <li>• <b>YOU WILL RECEIVE A SMS ON THE MOBILE Containing your</b></li> </ul>

				<b>APPLICATION NUMBER and a PASSWORD. PLEASE KEEP THIS INFORMATION SAFE.</b>
3	Display of provisional merit list* on MASA website	7 <sup>th</sup> July		<ul style="list-style-type: none"> <li>• Visit <a href="http://www.maharch.org">www.maharch.org</a> to see the provisional merit list.</li> <li>• If you find any errors or have any objections with the list, immediately submit them in Writing to the ARC Officer. You are also advised to take the stamp and signature of the ARC Officer on the OC.</li> </ul>
4	Submission of grievances about merit list, if any, at respective ARC's by candidates.	7 <sup>th</sup> July	8 <sup>th</sup> July 4.00p.m.	
5	Display of Final Merit list on MASA website	10 <sup>th</sup> July		<ul style="list-style-type: none"> <li>• Based on the Final Merit list and your position in the Merit List, you can decide to change the College Choices and their order.</li> <li>• To do so, visit <a href="http://www.maharch.org">www.maharch.org</a> and follow the instructions given there. <b>AT THIS STAGE YOU WILL NEED TO ENTER THE PASSWORD THAT WE HAVE SENT TO YOU BY SMS.</b></li> <li>• You will have only Three (3) attempts to change your College Choices. So exercise utmost caution during this stage.</li> </ul>
6	Reporting to ARC's for change in preference of institutes.	10 <sup>th</sup> July	11 <sup>th</sup> July 4.00 p.m.	
7	Display of Institute wise allotment list on MASA website ( <b>Round – I</b> )	14 <sup>th</sup> July		<ul style="list-style-type: none"> <li>• Visit <a href="http://www.maharch.org">www.maharch.org</a> to see the college allotment to you.</li> <li>• If you are allotted a college of your choice, then you shall go to the college and confirm your admission by submitting necessary documents and fees.</li> <li>• The College will issue you a <b>ADMISSION CONFIRMATION LETTER</b> generated from the MASA CAP System.</li> <li>• <b>YOU MUST CONFIRM YOUR ADMISSION TO THE COLLEGE ALLOTTED TO YOU. FAILING TO DO SO, YOU WILL BE OUT OF MASA CAP Rounds.</b></li> <li>• <b>If you have been allotted a college which has been</b></li> </ul>
8	Reporting by candidates to the respective institutes	14 <sup>th</sup> July	18 <sup>th</sup> July 4.00 p.m.	

				<p><b>your Choice No 2/3/4/5/6 and you confirm the admission to college allotted to you in ROUND 1 OR you have not been allotted any college in Round 1, You will be automatically considered for allotment by merit in Round 2.</b></p>
9	Display of Vacancies after round- I	20 <sup>th</sup> July		
10	Display of institute wise allotment list on MASA website <b>(Round – II )</b>	21 <sup>st</sup> July		
11	Reporting by candidates to the respective institutes	21 <sup>st</sup> July	25 <sup>th</sup> July 4.00 p.m.	<ul style="list-style-type: none"> <li>• Visit <a href="http://www.maharch.org">www.maharch.org</a> to see the college allotment to you.</li> <li>• If you are allotted a college of your choice, then you shall go to the college and confirm your admission by submitting necessary documents and fees.</li> <li>• <b>If you are allotted a better choice of college than Round 1, then your Admission to the college allotted in Round 1 stands cancelled. You shall approach the college allotted in Round 1 and take back your original documents and full refund of fees paid. You shall then come to college allotted in Round 2 to confirm your admission.</b></li> <li>• The College will issue you a ADMISSION CONFIRMATION LETTER generated from the MASA CAP System.</li> </ul>
12	Vacant seats if any after Round II to be reported by the respective institutes to MASA for Round III	1 <sup>st</sup> August 4.00 p.m.		
13	Display of such available vacant seats after Round II	4 <sup>th</sup> August		
14	Submission of option Forms through ARCs by the candidates who were not allotted any seat in Round I & II	4 <sup>th</sup> Aug	7 <sup>th</sup> Aug 4.00 p.m.	
15	Display of institute wise allotment list on MASA website <b>(Round III)</b>	10 <sup>th</sup> August.		
16	Reporting by candidates to the respective institutes	11 <sup>th</sup> Aug. – 13 <sup>th</sup> Aug. 4.00 p.m.		
17	Vacant seats if any, after Round III may be filled by the respective institutes through counseling.	14 <sup>th</sup> Aug. 4.00 p.m.		

18	Cut off date for admissions in all the MASA Member Institutes	<b>14<sup>th</sup> Aug.</b>	
Note: *Merit list displayed on the MASA website will be subject to the Reservation Policy of Govt. of Maharashtra as applicable for the Maharashtra State Candidates.			

Annexure VI

APPLICATION FORM & RECEIPT MASA-CAP  
for First Year Architecture Courses 2009-2010

**Instructions to the Candidates:**

- Please read and understand the complete form carefully before filling the same.
- Affix one passport photo on the form
- Please write in BLOCK CAPITAL letters in given boxes.
- Please (tick) the boxes whichever are applicable.
- Candidate will submit all the listed documents stated overleaf in a set to the ARC for verification & uploading
- Application Form without any one or more enclosures duly attested (as listed overleaf) will be treated as incomplete and will not be uploaded by any ARC and refunds will not be applicable.
- The MASA-CAP Application should be submitted to any of the ARCs in Maharashtra on or before the date stated in the MASA-CAP schedule

**NATA Candidate ID:**             (To be given by Candidate)

**MOBILE NUMBER: +91**

(Mobile number of the candidate or their parents is compulsory to receive verification code and password.)

**Received MASA-CAP registration Fee Rs.800.00 by Demand Draft drawn in favour of 'Maharashtra Association of Schools of Architecture' (MASA) payable at Mumbai.**

DD/bearing no: \_\_\_\_\_ dated: \_\_\_\_\_

Drawn on bank: \_\_\_\_\_ branch \_\_\_\_\_

**Name of the Candidate**

**Surname Name Middle Name (as appeared on XII or equivalent board examination)**

Date of Birth: (DD-MM-YYYY) \_\_\_\_\_ Male  Female

Nationality :( If other than Indian) \_\_\_\_\_

Religion: \_\_\_\_\_

**Category (Tick one as applicable)**

OPEN  SC  ST  VJ&DT  NT1  NT2  NT3  OBC  SBC

**Maharashtra State Candidate Type (Please Refer to MASA Brochure for details):**

Type A  Type B  Type C  Type D  Type E

**If you are a "Jammu and Kashmir Migrant" then select the type (Please Refer to MASA Brochure for details):**

J-1  J-2  J-3

AFFIX  
PASSPORT  
SIZE  
PHOTOGRAPH  
HERE

If you are a Son / Daughter of Defence Service Personnel then select the type (Please Refer to MASA Brochure for details):

DEF-1  DEF-2  DEF-3

If you are a Physically Handicapped Candidate then select the type (Please Refer to MASA Brochure for details):

P-1  P-2  P-3

**Qualifications**

Examination	Year of passing	Aggregate Marks	Out of
SSC or equivalent examination			
Marks at HSC or equivalent examination or 3 years full time govt. diploma			
NATA score			
Marks in the subject of Maths at Qualifying Exam			

**Choice of School / College / Institution – (Enter the correct code)**

(4 digit institute code given by MASA + one alphabet for course choice)

(Minimum one choice is to be filled in to participate in MASA-CAP by the candidate. For the correct Course / School / College / Institution Code refer MASA website / consult ARC officer)

Choice 1:  Choice 2:  Choice 3:

Choice 4:  Choice 5:  Choice 6:

**Contact information:**

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_ Other: \_\_\_\_\_

E-mail ID (if any): \_\_\_\_\_

**List of attested Xerox copies of documents to be enclosed with the form:**

- Xerox copy of HSC or Equivalent Examination's or 3 years full time govt. diploma's statement of marks / mark sheet
- Xerox copy of NATA Score Card
- Xerox copy of SSC or Equivalent Examination's statement of marks / mark sheet
- Xerox copy of Cast Certificate in case of the reserved category candidate
- Xerox copy of Cast Validity Certificate from the Competent Authority
- Xerox copy of Non-Creamy layer certificate (FOR Sr. 6- Annexure III)

### DECLARATION BY THE CANDIDATE

I hereby declare that the information entered in this form is correct to the best of my knowledge and the attested copies of the documents enclosed with this form are correct. If any information is found incorrect or the document found false, my application will be treated null and void and I shall not be eligible to participate in MASA-CAP rounds.

I have received the original documents back after verification from the ARC

Name & Signature of the Candidate

Name & Signature of the Parent/Guardian

Date: \_\_\_\_\_  
(DD-MM-YYYY)

I have seen and verified the above Xeroxed documents against the original documents presented by the candidate and returned the originals to the candidate

ARC OFFICER

STAMP & SEAL OF THE ARC WITH DATE:

\*This original form and one print out of uploaded form with one set of documents are to be retained by ARC till the admission process for the year 2009-2010 is completed and merit list approved by the Council of Architecture & Pravesh Niyantaran Samiti of Govt. of Maharashtra.