GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA, MUMBAI
New Office Address: New Excelsior Cinema Bldg. VIII Floor, A.K. Nayak Marg, Fort, Mumbai 400001
Web Site: www.mahacet.org/cecell E-mail: maharashtra.cecell@gmail.com Phone No: 022-22016159/57

CAP Notice No. 3/2018.
Conversion of Grades to Percentage of Marks.

1. It was clearly mentioned in the Information Brochure of the Centralized Admission Process CAP that “In case the Candidates are awarded Grades/ GP/ CGPA in stead of Marks, the conversion of Grades/ GP/ CGPA to percentage of Marks would be based on the Formula/Procedure certified by the Board/University/Institution who has awarded the Same. It is obligatory on the part of the Candidate to bring the Conversion Certificate based on the Approved Formula from the Board/University/Institution.”

2. In spite of these clear cut directions quoted above in the CET and CAP Information Brochure, the Candidates have uploaded the relevant certificates without the conversion certificate.

3. As a result as per the policy decided and declared by the CET CELL, the applications of the candidates who have not uploaded the conversion certificate have been put on hold by the System. As a result, the names of the such candidates will not be included in the Provisional Merit List. CET CELL will publish the separate list of the candidates whose applications are put on hold due to non-compliance of the required documents. Such candidates will be able to upload the required documents in the Grievance Period. The candidates who will do this, their names will be included in the Final Merit list published by the CET CELL as per the Schedule Published on the Admission Web site.

4. It has been observed by the CET CELL that some candidates have obtained the Conversion Certificate from the Board/ School/Junior College Principal on the School/College letter head and have uploaded the same along with the SSC/HSC Marks Memo.

5. Some Candidates have expressed their inability to obtain the conversion certificate from the Board/School/Junior College since they have moved from the place due to transfer of their parents or migration to other places.

6. CET CELL has observed that CBSE Board has given the Formula for converting a) subject-wise indicative percentage of marks b) overall indicative percentage of marks. Candidates from CBSE Boards are advised to write down on a plan paper the following details and upload the same along with the marks memo: - i) Full Name of the Candidate ii) Course for which Applied iii) CAP Application No. and iv) Prepare table with following columns:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject Code and Subject Name</th>
<th>Grade FA</th>
<th>Grade SA</th>
<th>Overall Grade FA+SA</th>
<th>Grade</th>
<th>Grade point</th>
<th>GP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cumulative Grade: CGPA

v) Conversion Formula given by the Board:-

vi) Calculation of overall % as per the Formula:-

vii) Signature of the candidate

viii) Name of the candidate with date
CBSE Marks Memo size is too big to scan and upload, the candidates can scan the Academic Performance Part I Scholastic Areas part only and need not scan Co-Scholastic Areas Part-2. The candidates are advised to upload the Marks memo and Candidate’s Calculation Format in single pdf.

7. Procedure to be followed by ICSE/IGCSE Candidates:-
   ICSE candidate's Marks Memo has Percentage of Marks against the names of the subject. But this Marks Memo does not have the Grand Total and Aggregate Percentage.

These candidates can upload the marks memo with the candidate's self declaration in the following format as one single pdf document. i) Full Name of the Candidate ii) Course for which Applied iii) CAP Application No. and iv) Prepare table with following columns

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Subject Name</th>
<th>Percentage Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand total percentage.

v) Signature of the candidate
vi) Name of the candidate with date

8. International Baccalaureate also issues the Transcript of the Grades for Admission in Universities in India. The Candidates can upload the copy of the Transcript along with the original scan copy of the the Diploma as a single pdf document. The Transcript does not contain the Cumulative percentage which the candidate can self-calculate and certify as suggested in 7 above.

9. Candidates who have not done HSC but have completed Engineering Diploma in lieu of the HSC should upload the Diploma Marks Memo along with Equivalence Certificate from MSBTE or Diploma awarding Board/Institute certifying that the Diploma is equivalent to HSC.

10. Since the Candidates were facing difficulty mentioned above CET CELL has extended the Form filling Date vide Notice No 2 dated 5th July 2018.

11. a) Candidates who have already finally submitted their applications on line and their application status is on hold can reregister themselves using the different mobile no and complete the CAP form filling procedure as per the instructions mentioned above. Their earlier application will be discarded by the system and the New completed application will be considered for generation of Provisional and Final Merit list.

   b) The candidates who have already submitted their CAP forms and the status of the form is On Hold, can rectify their application in the Grievance Period as per the revised Schedule available on the admission web site. The names of such candidates will not appear in Provisional Merit List but will be included in the Final Merit list of they clear the discrepancy in the Grievance Period.

12. It is the responsibility of the candidate to fill in the application form correctly and upload the correct required documents and clear the discrepancy of the On Hold Applications during the Grievance Period.

13. In complete Applications, On Hold Applications will not be included in the Provisional and Final Merit list and the candidates themselves will be responsible for the same.

Call Center No. for Form Filling:- 020-67635999
E-Mail Address for Technical queries:- mah.llb.help@gmail.com

Sd/-
Anand E. Rayate (IAS)
Commissioner & Competent Authority
STATE CET CELL, MUMBAI