



**STATE HIGHER EDUCATION COUNCIL [SHEC]  
MEGHALAYA ::: SHILLONG**

MEGHALAYA ACT NO.3 OF 2018  
Vide Notification No. LL(B).78/2017/16, dated 27.04.2018

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**Standard Operating Procedures (SOP)  
Meghalaya Common Admission Portal (MCAP)  
(Academic Session 2026-2027)**



**सत्यमेव जयते**

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### Introduction

The Meghalaya Common Admission Portal (MCAP) is a centralized online admission platform developed for streamlining admissions into participating colleges and institutions across Meghalaya for the Academic Session 2026–2027.

The portal aims to provide a transparent, efficient, uniform, and student-friendly admission system by enabling applicants to apply online through a single integrated platform instead of applying separately to multiple institutions.

This Standard Operating Procedure (SOP) provides detailed guidelines regarding registration, application submission, preference selection, merit list generation, seat allotment, admission confirmation, verification, grievance handling, and other admission-related procedures under MCAP.

*[All applicants, institutions, and stakeholders are advised to carefully read and follow the SOP before participating in the admission process.]*

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### Objectives of MCAP

The primary objectives of MCAP are:

- To establish a centralized admission system for participating institutions.
- To ensure transparency and fairness in the admission process.
- To reduce the burden of multiple physical applications and visits by students.
- To provide real-time admission updates and status tracking.
- To simplify seat allotment and admission management.
- To facilitate centralized merit-based admissions.
- To improve coordination between institutions and applicants.
- To ensure efficient monitoring and reporting of admissions.

### Scope of the SOP

This SOP shall apply to:

- All applicants applying through MCAP.
- All participating colleges/institutions.
- Nodal Officers/SPOCs designated by institutions.
- Technical support teams and administrative authorities associated with MCAP.

The SOP shall govern all stages of the admission process conducted through the portal.

*[The MCAP portal serves only as a centralized admission facilitation platform and does not override university or Government regulations.]*

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### Definitions

For the purpose of this SOP:

- MCAP: Meghalaya Common Admission Portal.
- Applicant: A student applying for admission through MCAP.
- CUET Applicant: Applicant appearing for CUET (UG) 2026.
- Non-CUET Applicant: Applicant not appearing for CUET (UG) 2026.
- SPOC: Single Point of Contact designated/ notified by participating institutions.
- Slide-Up: A process allowing applicants to retain their allotted seat while being considered for higher preference allotment in subsequent rounds of the admission process.
- Final Submission: Final locking/submission of the application after declaration of CUET results followed by the respective non-CUET admission process as notified by the respective institutions.
- Admission/Course Fee: Prescribed fee payable by applicants after seat allotment as notified by the respective institution.
- Seat Allotment: Allocation of seats based on merit, eligibility, preferences, reservation policy, and seat availability for the respective institution.

*[Definitions may be updated or expanded by the competent authority whenever required.]*

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### 1. Registration

Applicants are required to register on the Meghalaya Common Admission Portal (MCAP) using a valid Mobile Number and Email ID.

During registration, applicants shall provide the following details:

- First Name
- Middle Name (Optional)
- Last Name
- Date of Birth
- Gender
- Mobile Number
- Email Address
- Password and Confirm Password
- CAPTCHA Verification

Applicants must ensure that all information entered during registration is accurate and matches their official documents.

The Mobile Number and Email ID used during registration shall remain active and accessible throughout the admission process, as all important notifications, OTPs, updates, and communication shall be sent through the registered contact details.



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MEGHALAYA ::: SHILLONG**

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Applicants shall create a secure password during registration. The password must contain a minimum of 8 characters.

Upon successful registration:

- An Applicant Number shall be generated automatically by the system.
- Applicants may login to the portal using their registered Mobile Number/Email ID and password.

Applicants should refrain from creating multiple registrations using different Mobile Numbers or Email IDs

In case of multiple registrations, the latest registration may be considered valid subject to portal verification and applicable admission rules.

*[Applicants are advised to use a unique Mobile Number and Email ID for registration and keep their login credentials confidential.]*

## 2. Login to MCAP Portal

After successful registration, applicants may login to the Meghalaya Common Admission Portal (MCAP) using either their registered Mobile Number or registered Email ID as the username.

To login to the portal, applicants shall:

- Select the User Type as “Applicant”.
- Enter the registered Mobile Number or registered Email ID in the Username field.
- Enter the password created during registration.
- Enter Date of Birth (DOB).
- Enter the CAPTCHA code displayed on the screen.
- Click on the “Log In” button.

Applicants must ensure that the login credentials entered are correct and match the details provided during registration.

In case applicants forget their password, they may use the “Forget Password / Reset Password” option available on the login page.

Applicants are advised not to register multiple times. Existing applicants should use the password reset option instead of creating a new registration.

For any login-related issues, applicants may contact the concerned SPOC Officer/Helpdesk during official working hours.

*[Applicants are advised to carefully read the User Manual before proceeding with login and application submission.]*



# STATE HIGHER EDUCATION COUNCIL [SHEC]

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### 3. Application Form

Applicants must complete the online application process with due diligence and care.

The application form shall include:

#### 3.1 Personal Details

Applicants shall fill in the required personal, contact, parent/guardian, address, and certificate-related information in the Personal Details section.

The section shall include:

- Personal Information
- Contact Details
- Parent/Guardian Information
- Permanent and Communication Address
- Category and Certificate-related Information
- Other mandatory declarations, wherever applicable

Applicants claiming reservation, EWS, disability, or other special category benefits must upload valid supporting certificates issued by the competent authority.

The registered Email Address and Mobile Number used during registration shall remain fixed and cannot be changed through the portal.

#### 3.2 Academic Details

Applicants shall provide:

- Class X Details
- HSSLC / Class XII Details
- CUET Details (where applicable)

Since HSSLC / Class XII results are already declared, applicants must upload their original official Class XII marksheet before proceeding further.

#### 3.3 Selection of Colleges / Programmes / Shift Preferences

Applicants shall select and rank their preferred Stream, Programme/Course, Institution, and Shift Preferences in the Programme Preferences section.

Applicants may select preferences across multiple streams, wherever applicable.

The Programme Preferences section shall include:

- Stream Selection
- Programme/Course Selection
- Institution Selection
- Shift Selection (Morning / Day / Evening), wherever applicable



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MEGHALAYA ::: SHILLONG**

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**Vide Notification No. LL(B).78/2017/16, dated 27.04.2018**

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Applicants shall be allowed to select and rank up to 20 preferences in total.

Applicants must carefully arrange preferences in the correct order of priority, as seat allotment shall be processed based on the preference order submitted by the applicant.

Applicants may:

- Add preferences to the list
- Re-arrange preferences using the drag-and-drop option
- Remove preferences before final submission

Preference Number “#1” shall be treated as the highest priority during seat allotment.

Applicants are advised to carefully review all selected preferences before final submission.

### 3.4 Upload of Documents

Applicants shall upload all required documents in the prescribed format and file size limit as specified in the portal.

The Document Upload section may include:

- Recent Passport-size Photograph
- Applicant Signature
- Original Class X Marksheet
- Original Class XII Marksheet
- ST Certificate, wherever applicable
- Residential Proof Certificate
- Backward Area Certificate / EWS Certificate, wherever applicable
- Other supporting documents, wherever applicable

Accepted residential proof documents may include:

- Permanent Resident Certificate (PRC)
- Parent’s Voter ID
- Any valid Government-issued residency proof

Applicants may preview uploaded documents before final submission.

Submission of false, tampered, or invalid documents may result in rejection or cancellation of candidature.

*[Applicants are advised to upload clear and legible documents only.]*

### 3.5 Payment Process

Applicants shall pay the prescribed application fee through the integrated online payment gateway available on the MCAP portal.



**STATE HIGHER EDUCATION COUNCIL [SHEC]  
MEGHALAYA ::: SHILLONG**

MEGHALAYA ACT NO.3 OF 2018

Vide Notification No. LL(B).78/2017/16, dated 27.04.2018

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The application fee structure shall be as follows:

- ₹200 – Local / ST / SC Applicants
- ₹500 – Local General / OBC Applicants
- ₹1000 – Outside-State Applicants

Applications shall be considered valid only after successful payment of the prescribed application fee.

Applicants are advised to:

- Verify payment details carefully before proceeding.
- Avoid multiple payment attempts during transaction processing.
- Save/download the payment receipt for future reference.

In case of payment failure or transaction-related issues, applicants may contact the concerned Helpdesk/SPOC Officer.

*[The application fee once paid may be non-refundable, subject to applicable rules and regulations defined by the institutions.]*

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### 3.6 Print Application

After successful payment and submission of the application, applicants may download and print the submitted application form for future reference.

Applicants are advised to:

- Carefully review the submitted application form.
- Keep a printed copy and soft copy of the application form and payment receipt.
- Produce the application form and supporting documents during verification/admission, wherever required by the respective institutions.

*[Applicants are advised to preserve the application form and payment receipt until completion of the admission process.]*

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### 4. Important Instructions Regarding CUET and Non-CUET Applicants

Applicants can fill the application form before declaration of CUET (UG) 2026 results.

However, both CUET and Non-CUET applicants must complete FINAL SUBMISSION only after CUET (UG) 2026 results are declared.

After declaration of CUET results:

#### CUET Applicants

Applicants who appeared for CUET must:

- Login to the portal.



**STATE HIGHER EDUCATION COUNCIL [SHEC]  
MEGHALAYA ::: SHILLONG**

MEGHALAYA ACT NO.3 OF 2018

Vide Notification No. LL(B).78/2017/16, dated 27.04.2018

- 
- Upload CUET (UG) 2026 score/details.
  - Complete FINAL SUBMISSION of the application.

### Non-CUET Applicants

Applicants not appearing for CUET must also:

- Login to the portal.
- Complete FINAL SUBMISSION after the CUET result declaration period.
- Proceed to the admission process as notified by the respective institution.

Applications without FINAL SUBMISSION shall not be considered for merit list generation or seat allotment.

*[Applications without FINAL SUBMISSION shall not be considered for merit list generation.]*

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### 5. Application Fee Structure

The prescribed application fee shall be paid online through the portal.

The Application Fee Structure shall be:

- ₹200 – Local / ST / SC Applicants
- ₹500 – Local General / OBC Applicants
- ₹1000 – Outside-State Applicants

*[Applications shall be considered valid only after successful payment.]*

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### 6. Application Correction Window

A 3-day correction window shall be provided after application submission.

During this period:

- Applicants may review submitted applications.
- Applicants may correct/update permitted details.
- Applicants must re-submit the application after corrections.

No correction shall be allowed after closure of the correction window.

*[No correction shall be allowed after the correction window closes.]*

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### 7. Merit List Generation and Seat Allotment

Merit lists shall be prepared based on:

- Eligibility criteria
- Reservation policy
- Applicant preferences
- Seat availability



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- Applicable CUET / Non-CUET guidelines
  - University/Government regulations

Separate merit lists may be prepared for CUET and Non-CUET applicants wherever applicable.

All merit lists shall remain provisional.

*[All admissions shall remain provisional until verification.]*

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#### 8. Seat Allotment

Seat allotment shall be conducted in multiple rounds subject to seat availability.

Allotment shall be based on:

- Merit rank
- Applicant preferences
- Reservation rules
- Availability of seats

Applicants shall be notified through the portal and other communication channels wherever applicable.

*[All allotments are provisional until final verification.]*

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#### 9. Action Options After Seat Allotment

Applicants shall choose one of the following options within the prescribed timeline:

##### 9.1 Accept Seat

Applicants choosing this option must:

- Accept the allotted seat.
- Pay Full Admission Fee.
- Complete document verification.

Failure to complete the process within the stipulated timeline may result in cancellation of allotment.

##### 9.2 Reject Seat

Applicants choosing this option:

- Shall forfeit the allotted seat.
- Shall exit from the current allotment round.

##### 9.3 Slide-Up Option (With Charges)

Applicants opting for Slide-Up:

- Shall retain the currently allotted seat.
- Shall be considered for higher preference allotment in subsequent rounds.



**STATE HIGHER EDUCATION COUNCIL [SHEC]  
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MEGHALAYA ACT NO.3 OF 2018

Vide Notification No. LL(B).78/2017/16, dated 27.04.2018

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- Shall pay prescribed Seat Confirmation / Slide-Up Charges.

If allotted a higher preference in subsequent rounds, the previous allotment shall automatically stand cancelled.

#### 9.4 No Action Within Timeline

If applicants fail to select any option within the stipulated timeline:

- The allotted seat shall be automatically cancelled/forfeited.

*[Failure to complete payment within prescribed timelines may lead to cancellation.]*

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#### 10. Subsequent Rounds of Admission

Further allotment rounds may be conducted based on:

- Vacant seats
- Seat cancellation
- Withdrawal of admission
- Institutional requirements/decisions

Applicants opting for Slide-Up shall remain eligible for subsequent rounds.

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#### 11. Admission Confirmation Process

Final admission shall be confirmed only after:

- Successful document verification
- Completion of fee payment
- Fulfilment of eligibility conditions
- Approval by the allotted institution

Institutions reserve the right to reject admission if discrepancies are detected during verification.

*[All admissions shall remain provisional until the verification process is completed.]*

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#### 12. Verification by Institutions

Participating institutions shall verify:

- Original documents
- Eligibility conditions
- Reservation certificates
- Academic details
- Identity details

Verification shall be mandatory before final admission confirmation.



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MEGHALAYA ::: SHILLONG**

MEGHALAYA ACT NO.3 OF 2018

Vide Notification No. LL(B).78/2017/16, dated 27.04.2018

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*[Submission of invalid documents may result in cancellation of candidature as per the rules and regulations applicable by the respective institute]*

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### 13. Reservation Policy

Reservation policies shall be implemented in accordance with:

- Government of Meghalaya Rules
- University Guidelines
- Applicable Reservation Regulations

Applicants claiming reservation benefits must upload valid certificates.

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### 14. Tie-Breaking Rules

In case of equal merit scores, tie-breaking shall be based on:

- Higher marks in relevant subjects
- Higher aggregate marks in Class XII
- Other criteria decided by the respective institution.

*[Decision of the respective institution shall be final.]*

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### 15. Fraud and Discrepancy Handling

Any discrepancy, impersonation, manipulation, false information, or fraudulent document submission may result in:

- Rejection of candidature
- Cancellation of admission
- Debarment from the process
- Legal/disciplinary action

The competent authority reserves the right to verify any submitted information at any stage.

*[Participating institutions remain responsible for final verification.]*

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### 16. Technical Support and Grievance Handling

Applicants and institutions may contact the MCAP support team for:

- Registration issues
- Login issues
- Payment failures
- Document upload issues
- Seat allotment queries
- Technical troubleshooting

Participating institutions shall designate/notify Single Point of Contact (SPOC)/Nodal Officers for coordination, support, verification, and admission-related communication.



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MEGHALAYA ACT NO.3 OF 2018

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*[The list of designated SPOCs/Nodal Officers shall be attached in the Annexure with complete contact information]*

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#### 17. Centralized Admission Process

MCAP shall function as a centralized admission system for Government Colleges initially to ensure:

- Transparency
- Uniformity
- Accessibility
- Fair opportunity

The centralized system aims to reduce manual workload and improve admission access across various Government colleges without location disparity, monitoring and coordination.

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#### 18. Non-CUET Admissions

Non-CUET admissions shall be conducted in accordance with:

- UGC Guidelines
- Notified affiliating University Rules and regulation
- Government regulations
- Institutions rules and regulations viz Entrance test or which ever is applicable
- Seat availability

Vacant seats remaining after CUET allotment may be filled through Non-CUET admissions wherever applicable.

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#### 17. Conclusion

This SOP aims to ensure a transparent, efficient, fair, and student-friendly admission process for all participating institutions under MCAP.

Applicants and institutions are advised to regularly visit the MCAP portal for notices, updates, schedules, and instructions.

The competent authority reserves the right to modify or revise any part of the admission process whenever necessary

*[All decisions of the competent authority regarding admission and allotment shall be final and binding.]*

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#### Contact Details

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