

CAP (Centralized Admission Process)

Based on DSE CAP 2024-25 Admission Process by CET Cell Maharashtra

It is conducted by the admission authority for allocating seats to students in engineering, pharmacy, and other professional courses.

- CAP ensure transparent admission process.
- Students can apply to multiple colleges with a single application.
- Seat allotment is based on merit, category, and preference filled by student.

Official Website- <https://cetcell.mahacet.org/>

How to fill form- <https://youtube.com/@knowledgeseekers?feature=shared>

CAP Rounds

The Candidate whose names appeared in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The Candidate shall fill and confirm the option form through Candidate's Login.

| CAP Round | Auto freeze condition |
|------------------|---|
| Round 1 | 1 st preference is allotted auto freeze. |
| Round 2 | If allotted in first 3 preference auto freeze. |
| Round 3 | If allotted in first 6 preference auto freeze. |
| Round 4 | Final admission confirmed in allotted college. |

| CAP Round | When betterment Allowed |
|------------------|---|
| Round 1 | Only if not allotted 1 st preference |
| Round 2 | Only if not allotted top 3 preference |
| Round 3 | Only if not allotted top 6 preference |
| Round 4 | Final, no betterment after this |

CAP ROUND FINAL NOTE- Summary

| Rule | What you should do | Mistakes to avoid |
|-----------------------------|---|---|
| Round 4 added | Use it if you are still waiting | Ignoring it or assuming cap ends in round 3 |
| Betterment chances expanded | Understand auto freeze logic and track preference | Not understanding freeze status |
| Process now more defined | Follow instructions, pay fees, confirm seat | Missing confirmation or fee deadline |

- A Candidate who has been allotted a seat shall download the —Provisional Seat Allotment Letter: At the time of seat acceptance, Candidate has to pay a Seat Acceptance Fee through Candidate's Login at an Admission Reporting Centre. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance.
- Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the seat.

- ✓ **Tip-** Arrange College Preferences wisely – put dream college at top

Documents Required

| Sr.No. | Original Documents Required |
|--------|--|
| 1. | Allotment letter |
| 2. | Allotted Seat Confirmation Letter |
| 3. | Diploma Passing Certificate |
| 4. | Diploma final Marksheets (Aggregate) |
| 5. | Equivalence Certificate |
| 6. | SSC 10 th Marksheets |
| 7. | Leaving/Transfer Certificate |
| 8. | Indian Nationality Certificate |
| 9. | Domicile Certificate |
| 10. | Caste Certificate |
| 11. | Caste Validity Certificate |
| 12. | Non-Creamy Layer Certificate (valid for next year) |
| 13. | Income Certificate valid for that current year (If applicable) |
| 14. | Birth Certificate |
| 15. | Defence Certificate/Ex Service Man (Proforma:- Defe-1, Defe-2, Defe-3) (if applicable) |
| 16. | Physical Handicap Certificate (if Applicable) |
| 17. | Father Domicile Certificate |
| 18. | Aadhar card (xerox) |
| 19. | Bank Passbook (Xerox) |
| 20. | EWS Certificate (Proforma-A) Maharashtra Govt (if Applicable) |

- ✓ **Tip-** Start making this above documents early as some documents require time if the document is not available till deadline the admission can get canceled also.
- ✓ Keep multiple xerox copies of all documents for safety and future reference.

Documents Upload & Verification

- Upload scanned copies of required documents.
- Visit near Facilitation centre (FC) for physical verification.
- Get acknowledgment slip after verification.
- ✓ **Tip-** Select Physical Scrutiny option only.

Important

- Always double check spelling of names and date of birth (DOB).
- Keep scanned files below 1MB size.
- Save & Print confirmation page of every step.
- Use a cybercafé or laptop with stable internet for form filing.
- Candidates are advised to keep in touch with the web site for Notices and change in schedule if any.
- Candidates are advised to read the Information Brochure and the information of the Colleges including infrastructure, facilities, faculty, library, fee structure, Staff, and other amenities before making the choice.

FAQs?

- 1) Can I change my options (college/ branch preference) after locking?

Ans- No. Once you lock your options, you cannot change or reorder them.

- 2) What if my document verification is not done?

Ans- If your document verification is not completed, you cannot participate in any CAP round.