

## Government Quota (CAP) Admissions (2024-25) M. Tech. First Year Engineering

### Guidelines for the Candidates reporting to Institute for admission

Candidates shall report to the Institute to secure her/his admission as per the schedule published by the State CET Cell, Maharashtra. The process followed for CAP admissions shall be as given below:

1	Organize all the required documents, passport size-colored photographs and demand draft of applicable fees (if you are paying fees using demand draft) <b>before you report to the Institute.</b>
2	Keep Scrutiny Centre verification acknowledgement, Allotment acknowledgement and demand draft (if any) ready with you to display when you reach the Institute for reporting.
3	<b>On visiting the Institute Proceed to the Admission Cell (M101)</b>
4	Get your original documents, Self-attested Xerox copies, passport size photographs pre-verified and prepare the sets as advised by the Admission Officers on <b>Document Pre-verification Desk outside M101.</b>
5	Enter the Admission Cell (M101) only when instructed along with all the sets prepared.
6	Proceed to <b>Document Verification Desk inside M101.</b>
7	Get your original documents verified, confirm your admission in ERP and collect retention certificate from the Admission Officers over there.
8	Keep the retention certificate and demand draft (if any) ready with you.
9	Proceed to <b>Account Desk and after payment collect your fees payment receipt.</b>
10	Proceed to <b>Admission Confirmation (on CET portal) Desk inside M101.</b>
11	Get your admission confirmed on CET portal, <b>submit all the sets of documents (including originals)</b> and collect admission confirmation acknowledgement from the Admission Officer over there.
12	Proceed to <b>I-card desk</b> , submit passport size-colored photographs (2 copies) and collect your temporary I-card from the Admission Officer over there.
13	Your Admission process is completed, and you can leave Admission Cell (M101)
14	Proceed to <b>I-card desk</b> , submit passport size-colored photographs (2 copies) and collect your temporary I-card from the Admission Officer over there.
15	Make sure that you have the following documents with you while leaving the Admission Cell: <ul style="list-style-type: none"> <li><b>1. Document Retention certificate</b></li> <li><b>2. Fees payment receipt</b></li> <li><b>3. State CET Cell confirmation acknowledgement</b></li> <li><b>4. Temporary I-card</b></li> </ul>