महाराष्ट्र शासन
उच्च शिक्षण संचालनालय, महाराष्ट्र राज्य
४१२ ई, बहिरट पाटील चौक, मॉडेल कॉलनी, शिवाजीनगर, पुणे - १६

| Web:www.dhepune.gov.in | E-mail : law.dhepune@nic.in |

| क्र. बीबीए-३४२४/प्र.क्र. ३८(ई-६२६४८७)/सीईटीसेल/ | दिनांक : ०८/०७/२०२४ |

परिपत्रक -

विषय : बी.बी.ए., बी.सी.ए., बी.एम.एस. अभ्यासक्रम केंद्रीय प्रवेश प्रक्रिया शैक्षणिक वर्ष २०२४-२५ करिता महाविद्यालय नोंदणी करणेबाबत.

उपरोक्त विषयांकित प्रकरणी अवगत करण्यात येते की, विद्यापीठ अनुदान आयोगाचे दिनांक ०८.०१.२०२४ रोजीच्या पत्रान्वये शैक्षणिक वर्ष २०२४-२५ पासून बी.बी.ए., बी.सी.ए., आणि बी.एम.एस. हे अभ्यासक्रम अखिल भारतीय तंत्र शिक्षण परिषद (AICTE) मार्फत नियंत्रित केले जाणार असल्याबाबतच्या सूचना निर्गमित केलेल्या आहेत. त्यानुषंगाने सदरहू अभ्यासक्रमांसाठी अखिल भारतीय तंत्र शिक्षण परिषद, नवी दिल्ली या शिखर संस्थेद्वारे मान्यता देण्यात येत आहे.

बी.बी.ए., बी.सी.ए आणि बी.एम.एस. या अभ्यासक्रमाच्या प्रवेशासाठी राज्य सामायिक प्रवेश परीक्षा (CET) आयोजित करुन सदरहू परीक्षेमध्ये (CET) प्राप्त गुणांच्या आधारे गुणवत्ता यादी (Merit List) तयार करण्यात येईल. सदरहू गुणवत्ता क्रमानुसार केंद्रीय प्रवेश प्रक्रियेद्वारे एक खिडकी पध्दतीने प्रवेश प्रक्रिया राबविण्याबाबत तसेच, सदरहू अभ्यासक्रमांच्या महाविद्यालयांचे नियंत्रण हे उच्च शिक्षण संचालनालयामार्फत करण्याबाबत शासनाद्वारे निर्णय घेण्यात आलेला असून त्याबाबत शासनपत्र दिनांक १२.०६.२०२४ अन्वये सूचित करण्यात आलेले आहे.

त्यानुषंगाने बी.बी.ए., बी.सी.ए., बी.एम.एस. अभ्यासक्रमासाठी शैक्षणिक वर्ष २०२४-२५ करिता अखिल भारतीय तंत्र शिक्षण परिषद (AICTE) मार्फत मान्यता प्राप्त झालेल्या शासकीय / अशासकीय अनुदानित / अशासकीय अनुदानित अल्पसंख्याक/ विद्यापीठ संचलित/ विनाअनुदानित/ कायम विनाअनुदानित अल्पसंख्याक/ कायम विनाअनुदानित तत्वावर सुरु असणारी महाविद्यालये / विद्यापीठ विभाग यांनी **https://bbabcacap24.mahacet.org/** या संकेतस्थळावर **दि. ०८.०७.२०२४ ते दि. १५.०७.२०२४** या कालावधीमध्ये ऑनलाईन पध्दतीने नावनोंदणी करावी.

नावनोंदणी बाबतच्या सूचना :

१. महाविद्यालयाने Register College या टॅब वर क्लिक करुन महाविद्यालयाची माहिती भरावी. सदरहू माहिती भरल्यानंतर नोंदणी केलेल्या भ्रमणध्वनी क्रमांकावर महाविद्यालयाचा युजर आयडी उपलब्ध होईल. सदरहू युजर आयडी च्या आधारे अभ्यासक्रम नोंदणी करावी.

२. एका महाविद्यालयाने केवळ एकदाच महाविद्यालय नोंदणी करावी. सदरहू महाविद्यालयाच्या नोंदणी अर्जामध्ये बी.बी.ए., बी.सी.ए आणि बी.एम.एस. या सारख्या एक किंवा त्यापेक्षा अधिक अभ्यासक्रमाची निवड करण्याबाबतचा पर्याय उपलब्ध करुन देण्यात आलेला आहे.

३. अभ्यासक्रम सेक्शन मध्ये Status यामध्ये निवड केलेल्या अभ्यासक्रमाचा अचूक Status निवडावा. (उदा. एखादे महाविद्यालय अनुदानित आहे, परंतू बी.बी.ए. अभ्यासक्रम कायम विना अनुदानित आहे. तर महाविद्यालयाने बी.बी.ए. अभ्यासक्रमाच्या Status मध्ये Un-aided हा विकल्प निवडावा.)

४. अर्जामध्ये अचूक माहिती भरुन, सर्व कागदपत्रे अपलोड करणे आवश्यक आहे. अपलोड करण्यात येणारी कागदपत्र वाचनीय असावीत.

५. अर्जातील सर्व माहिती बिनचूक भरलेली आहे, याची खातरजमा करावी. याच माहितीच्या आधारे संबंधित अभ्यासक्रमांना शासन मान्यता मिळणेसाठी शासनास प्रस्ताव सादर करण्यात येईल.

६. माहिती भरुन आवश्यक कागदपत्र अपलोड केल्यानंतर, सदरहू माहितीची व अपलोड केलेल्या कागदपत्रांची पुनश्च: एकदा फेरपडताळणी करुन सर्व तपशील बरोबर असल्याची खातरजमा करावी, तद्नंतरच अर्ज सबमिट करावा.

७. महाविद्यालयाद्वारे अर्जात सादर केलेली माहिती व त्यासाठी अपलोड केलेली कागदपत्रे याची संचालनालय स्तरावर ऑनलाईन पध्दतीने तपासण्यात येणार असून सदरहू कागदपत्रामध्ये विसंगती / चूकीची कागदपत्रे आढळल्यास त्याबाबतची त्रूटी महाविद्यालयाला त्यांचे लॉगीनमध्ये दर्शविण्यात येईल. त्रूटी उपस्थित करण्यात आलेल्या कागदपत्रांची पूर्तता महाविद्यालयाने त्यांचे लॉगीनमधूनच करावी.

८. शैक्षणिक वर्ष २०२४-२५ करिता उपलब्ध करुन देण्यात आलेला कोड हा तात्पुरत्या स्वरुपातील असून शैक्षणिक वर्ष २०२५-२६ मध्ये महाविद्यालयाला कायमस्वरुपी कोड उपलब्ध करुन देण्यात येईल.

९. अपूर्ण माहिती सादर केलेल्या महाविद्यालयांची नावे प्रवेश प्रक्रियेमध्ये समाविष्ट करण्यात येणार नाही, याची नोंद घेण्यात यावी.

(डॉ. शैलेंद्र देवळाणकर)
शिक्षण संचालक (उच्च शिक्षण)
महाराष्ट्र राज्य, पुणे

प्रति-
१. सर्व प्राचार्य, बी.बी.ए., बी.सी.ए., बी.एम.एस. अभ्यासक्रम महाविद्यालये, महाराष्ट्र राज्य.
२. सर्व कुलसचिव, सर्व सार्वजनिक विद्यापीठे, महाराष्ट्र राज्य.
   २/- सदरचे परिपत्रक हे आपल्या विद्यापीठाशी संलग्नित बी.बी.ए., बी.सी.ए,. बी.एम.एस. अभ्यासक्रमाच्या सर्व महाविद्यालयांना पाठविण्यात यावे.
३. संचालक (तंत्र शिक्षण), तंत्र शिक्षण संचालनालय, मुंबई.
४. सर्व विभागीय सहसंचालक (उच्च शिक्षण), महाराष्ट्र राज्य.

प्रत माहितीस्तव सविनय सादर -
१. मा. प्रधान सचिव, उच्च व तंत्रशिक्षण विभाग, मंत्रालय विस्तार भवन, मुंबई - ३२.
२. मा. आयुक्त, राज्य सामाईक प्रवेश परीक्षा कक्ष, फोर्ट, मुंबई - ०१.

State Common Entrance Test Cell

8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001.

User Manual for College Registration Process of

B.B.A., B.C.A. & B.M.S. Courses

Academic Year 2024-2025

(Only for Colleges)

Nodal Authority

Directorate of Higher Education
Maharashtra State

412 E, Bahirat Patil Chowk, Model Colony, Shivajinagar, Pune - 411 016

For Technical Queries Helpline Number : 9175176036 (Between 9 AM to 6 PM)

Table of Contents

1. Homepage and Dashboard:

The homepage for the registrations of colleges for BBA/BCA/BMS Courses for Centralized Admissions Process Academic Year 2024-2025 across the state of Maharashtra can be accessed from URL:

https://bbabcacap24.mahacet.org/

Landing page after clicking on to the URL:
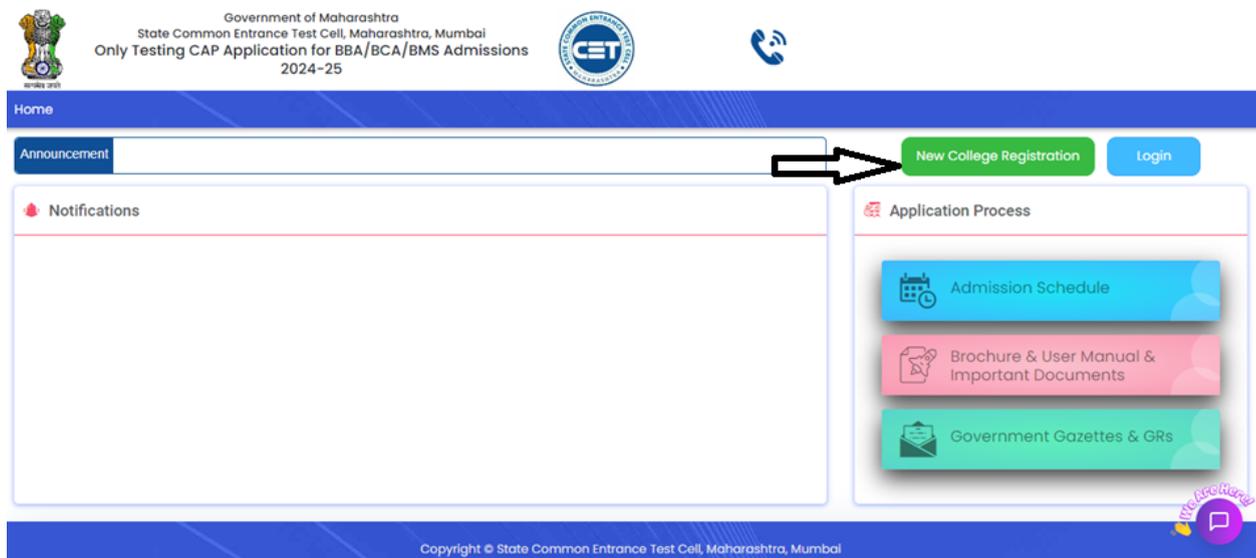
The Colleges are requested to click on to "New Registration"

After Clicking on to the New Registration tab/menu

Colleges will find few details to enter:

   i) Name of the Society / Name of the Trust
   ii) Name of the College
   iii) College Address.
   iv) Principal Details
   v) Password Details

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for BBA/BCA/BMS Admissions 2024-25

9175176036 (Between 9 AM to 6 PM)

Home

New College Registration

College Details

Society Name *	College Name *
ABC COLLEGE	MES SOCIETY

College Address *
SHIVAJI NAGAR

District *	Taluka *	City *
Pune	Pune City	PUNE

PIN *	University *
411016	Savitribai Phule Pune University, Pune

Principal Details

Name *	Mobile Number *	E-Mail ID *
ABC	7972953161	abc@gmail.com

Password Details

Password *	Confirm Password *
....	....

🔔 Password should have `minimum 8 characters` and `maximum of 15 characters` with `1 Capital Alphabet`, `1 Number` and `1 Special Character` `e.g. Password@123`

Register College

After entering the details College must click to the **"Register College** "Tab, There after College will be get the User Id / Login Credentials

Home

College Registration Details

Dear **MES SOCIETY**, You have Registered Successfully. Your Login ID : **260002**

Important Instruction :
I. Kindly note down the 'Login ID'.
II. Please mention this 'Login ID' in future communication.
III. Login ID and Password has been sent to Principal's Mobile Number.

Print   **Proceed to Login ›››**

Login Page:

The college can access their profile, edit, verify and finally submit from their log in which looks as below.

College needs to enter their Login ID and Password and then click on 'Login' button.

2. Dashboard:

On this page the college will be able to see their login details and profile status

3. College Registration:

College registration is divided into 3 sections:

i) College Profile

This is unique information, will have to fill only once. This information (except mobile number and email id) will be made visible to students to get idea about location, time etc.

ii) Course Details

College have to fill each course details separately. College can add multiple courses in one login. After filling all information of the course, college have to upload relevant documents with respect to the course details filled.

iii) Submit College Information

College Profile:

College must fill the information
- College Details
- NAAC Details
- Faculty Details
- Library Details
- Principal Details
- Admission In charge Details
- Registrar/Superintendent/Head Clerk Details

and then click on 'Save and Proceed>>>' button.

College must give and verify the Email ID Via OTP

Add New Course Details:

College can add multiple coursed In one login.

After Clicking to the "Add New Course Tab" College can select the Course based on the dropdown and Enter the Course details

After Selecting the Course: BBA

The Course Details / sub type must be entered by the College

- Main Course Name : BBA
- Course Name from Drop Down menu : Select sub type (this will shown to students)
- Medium (Marathi/English/Urdu/Gujrathi/Hindi)
- Status of Course (Government/Self-Financed/Un Aided/Partially Aided) Selection to be done from the dropdown menu
- College Type (Boys/ Girls/ Co-Ed)
- Number of Units
- Total Intake Capacity
- Tuition Fees
- Other/University Fees

After Selecting the Course: BCA

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for BBA/BCA/BMS Admissions 2024-25

Welcome, 260

Dashboard

College Division Details (College Code : 260002)

College Information
- College Profile
- Update Course Details
- Submit College Information

Miscellaneous
- Change Self Password

Course Details

- If any course running in your college is not available in Course Drop down, then please choose others Option and enter that non exist course name.
- While entering the new course in text box, please write full name of course with correct spelling.

Main Course *
B.C.A.

Course *
Select

| Select |
| B.C.A (Commerce) |
| B.C.A. - (Science) |
| B.C.A. - (TEST ABC) |
| Others |

Whether this selected course was running in your college before 2024 ?*

Medium *
Select

Minority *
Non Minority

College Type *
Select

Number of Units *
Select

Total Intake *

Fees Details

Tution Fees *

Other/University Fees *

[Add Course]

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Course Details

- If any course running in your college is not available in Course Drop down, then please choose others Option and enter that non exist course name.
- While entering the new course in text box, please write full name of course with correct spelling.

Main Course *
B.C.A.

Course *
B.C.A (Commerce)

Whether this selected course was running in your college before 2024 ?*   ◯ Yes   ⦿ No

Medium *
Marathi

Status *
Un-Aided Minority

Minority *
Religious Minority - Parsi

College Type *
Co-Education

Number of Units *
1

Total Intake *
100

Do you want to surrender your Management seats before starting the admission process ? *

◯ Yes   ⦿ No

Fees Details

Approved Fees *
50000

[Update Course & Upload Documents]

Note: - If the Course mentioned in Dropdown is not available, we have given Others Option. Kindly enter the **others** option and enter the Course Details

Colleges entering the details now must add the Course Tab

Uploading College Documents
- Government Permission Order to Start Course
- University Affiliation Letter for Academic Year 2024-25.
- AICTE Approval Order / Sanction Order
- Tuition Fee Sanction Order
- Undertaking for readying the website of college.
- University approved College Staff Profiles.
- Photos of Facilities Available in College.
- Letter of Details about Other Fee / University Fee.

To upload the document, click on upload arrow and upload the correct file.

While Uploading Documents College have to enter the Outward Number, Date, and Issuing Authority details.

Upload Document ×

| Document Name : University Affiliation Letter for Academic Year 2024-25. |

Select Document to Upload *

| Choose file | Browse |

Document Outward Number*   Outward Date(dd-mm-yyyy)*   Issuing Authority*

| | dd-mm-yyyy | |

Close   Upload

Upload College Documents (Choice Code : 2600021010812)

Document Uploaded Successfully. ×

Note : All documents marked with * are compulsory. It is mandatory to upload all compulsory documents.

File Types Allowed : **jpg, jpeg, png, bmp, pdf**
Maximum File Size Allowed : **2 MB**

Sr. No.	Document Name	Upload	View	Delete
1	Government Permission Order to Start Course Outward No : **1234**, Outward Date : **01-01-2005**, Issuing Authority : **education department**		🔍	🗑
2	* University Affiliation Letter for Academic Year 2024-25. Outward No : **1234**, Outward Date : **01-01-2024**, Issuing Authority : **education department**		🔍	🗑
3	* AICTE Approval Order / Sanction Order Outward No : **1234**, Outward Date : **01-02-2024**, Issuing Authority : **education department**		🔍	🗑
4	* Tuition Fee Sanction Order Outward No : **1234**, Outward Date : **01-01-2024**, Issuing Authority : **education department**		🔍	🗑
5	* Undertaking for readying the website of College.		🔍	🗑
6	* University approved College Staff Profiles.		🔍	🗑
7	* Photos of Facilities Available in College.		🔍	🗑
8	* Letter of Details about Other Fee / University Fee. Outward No : **1234**, Outward Date : **01-02-2024**, Issuing Authority : **education department**		🔍	🗑

<<< Save & Back

College Division Summary

College Division Summary (College Code : 260002 / Choice Code : 2600021010812)

Instructions :
- To Edit Course, Click on Edit Icon under 'Action' Column.
- To Upload Documents, Click on Upload Icon under 'Action' Column.
- It is Mandatory to Upload All Compulsory Documents after Add / Edit Course.
- Once profile is locked, then action (edit/delete/upload) button will not be available.

Action	Course	College Type	Medium	Status	Total Intake	Total Fees	Document Upload Status	Approval Status
✏Edit Course Details ⬆Upload Documents	B.B.A.	Co-Education	English	Un-Aided	100	50000	Uploaded	Not Submitted By College

Save & Proceed >>>

Action	Course	College Type	Medium	Status	Total Intake	Total Fees	Document Upload Status	Approval Status
✏Edit Course Details ⬆Upload Documents	B.B.A.	Co-Education	English	Un-Aided	100	50000	Uploaded	Not Submitted By College
✏Edit Course Details ⬆Upload Documents	B.C.A (Commerce)	Co-Education	Marathi	Un-Aided Minority	100	50000	Pendng	Not Submitted By College
✏Edit Course Details ⬆Upload Documents	B.M.S.	Co-Education	English	Government Self Financed	100	20000	Pendng	Not Submitted By College

Save & Proceed >>>

and then click on 'Save and Proceed>>>' button.

College Can Check/Preview the Information and Further click to "Submit College Information"

Submit College Information   ✕

You will not be able to modify / change / alter your College Information once you Submit it.

Are you sure, You want to Submit your College Information ?

✖ Cancel   ✔ Confirm

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for BBA/BCA/BMS Admissions 2024-25

Welcome, 260002
LogOut

Dashboard

Reports Menu
College Summary
Miscellaneous
Change Self Password

College Summary

College Locked Successfully.

Unlock College Information | Print College Information

College Code : 260002

College Details

Society Name : **ABC COLLEGE**	
College Name : **MES SOCIETY**	
Address : **SHIVAJI NAGAR**	
District : **Pune**	Taluka : **Pune City**
City : **PUNE**	PIN : **411016**
University : **Savitribai Phule Pune University, Pune**	
Establishment Year : **2010**	
Phone Number :	Fax Number :
E-Mail ID : **sarangspn@gmail.com**	Website URL :
College Timing : **10 to 05**	Any Court Case against this Course : **No**

NAAC Details

College Accredited by NAAC : **No**

Faculty Details

Permanent Faculty Count : **20**	Temporary Faculty Count : **20**
Visiting Faculty Count : **10**	Other Faculty Count : **5**

Hostel Details

Hostel Availability : **Boys and Girls**	Boys Intake : **50**
Girls Intake : **50**	Hostel Fee : **100000**

Library Details

Library Availability : **Yes**	Full Time Librarian Availability : **Yes**
No. Of Books : **1000**	No Of Titles : **500**

Principal Details

Name : **ABC**	Phone Number :
Mobile Number : **7972953161**	E-Mail ID : **abc@gmail.com**

Admission Incharge Details

Name : **ABCD**	Phone Number :
Mobile Number : **7972953161**	E-Mail ID : **abc@gmail.com**

Head Clerk Details

Name : **ABCDE**	Phone Number :
Mobile Number : **7972953161**	E-Mail ID : **abc@gmail.com**

Course Details : (Choice Code : 2600021010812)

Approval Status : **Pending For Approval**
Course : **B.B.A.**

Whether this selected course was running in your college before 2024 ? *   **No**

College Type : **Co-Education**	Medium : **English**
Status : **Un-Aided**	
Minority Status : **Not Applicable**	
Number of Unit : **1**	Total Intake : **100**

Fees Details

Approved Fee : **50000**

Document Details

Sr. No.	Document Name	Uploaded	View
1	Government Permission Order to Start Course	Yes	🔍
2	University Affiliation Letter for Academic Year 2024-25.	Yes	🔍
3	AICTE Approval Order / Sanction Order	Yes	🔍
4	Tuition Fee Sanction Order	Yes	🔍
5	Undertaking for readying the website of College.	Yes	🔍
6	University approved College Staff Profiles.	Yes	🔍
7	Photos of Facilities Available in College.	Yes	🔍
8	Letter of Details about Other Fee / University Fee.	Yes	🔍

Note: Colleges can Submit the College information and if they found any issues/discrepancy in the Information, Colleges are advised to Unlock the College information and can do the changes and again submit the College application.

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