

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

Web:www.dhepune.gov.inE-mail : law.dhepune@nic.inक. बीबीए-३४२४/प्र.क. 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 <u>https://bbabcacap24.mahacet.org/</u> या संकेतस्थळावर **दि.** oc.o9.२०२४ ते दि. १५.०७.२०२४ या कालावधीमध्ये ऑनलाईन पध्दतीने नावनोंदणी करावी.

नावनोंदणी बाबतच्या सूचना :

- 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.
- 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.
- 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)

Powered by Talisma Corporation

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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/

<image>

 Yes
 Description of the property of the propert

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

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 Univer	sity, Pune		*
Principal Details					
Name *			Mobile Number *		E-Mail ID *
ABC			7972953161		abc@gmail.com
Password Details					
Password *	Confirm Passv	word *			
C Password should have mi	nimum 8 characters and	maximum of 15 characters with	1 Capital Alphabet, 1 Number C	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

he			$X \to X$			
ollege Registration [etails					
Degr MES SOCIET	V You have Registere	ed Successfully \	Your Login ID	260002		
Dedi MES SOCIEI	r, rou nuve kegistere	50 5000 0 331011y. 1	Tour Loginity.	200002		
Important Instruction						
	and the second second					
I. Kindly note down	the Login ID .					
I. Kindly note down II. Please mention t	the Login ID . iis "Login ID" in future comm	nunication.				

Login Page:

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

स्टन्मेव उच्चत	Government of Maharashtra State Common Entrance Test Cell, Maharashtra, Mumbai Only Testing CAP Application for BBA/BCA/BMS Admissions 2024-25	Co
Home	aan in 1997 - In 1997	
	Instructions	Login
	 Please enter your Login ID and Password. You are advised not to disclose or share your password with anybody. Only authorised users are allowed to proceed further. 	LOGIN ID Password
	 Your IP Address and other infromation will be captured for security reasons. 	Login
		roiger assired.

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

College Information lege Profile	Welcome to CA	P Application for BBA/BCA/BMS Admissions 2024-25	
ate Course Details mit College Information	User Type : College	Current Login Time : 05/07/2024 6:22:38 AM	
liscellaneous	User Name : MES SOCIETY	Previous Login Time :	
nge Self Password	College Status		
		College Verifidation Status	
		Profile Incomplete	

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

Dashboard C Sollege Information s ege Profile s ate Course Details mit College Information mit College Information s rgs Self Password s	College Profile (College Code : 260002) College Details Society Nome * ABC COLLEGE College Name * MES SOCIETY District * Pune Viversity * Sovitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Society Recredited by NAAC ?* Ves No	Taluka * Pune City Fax Number (With STD Code) College Timing *	College Address * SHIVAJI NAGAR City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Ves No	PIN * 41016 Verity *			
College Information V ege Profile S ate Course Details mit College Information V discellaneous V nge Self Password C	College Details Society Name * ABC COLLEGE College Name * MES SOCIETY District * Pune Vitiversity * Sovitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ? * Ves No	Taluka * Pune City Fax Number (With STD Code) College Timing *	College Address * SHIVAJI NAGAR City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Ves No	PIN * 41016 Verty			
ege Profile ste Course Details mit College Information rige Self Password	Society Name * ABC COLLEGE College Name * MES SOCIETY District * Pune University * Sovitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Taluka * Pune City Fax Number (With STD Code) College Timing *	College Address * SHIVAJI NAGAR City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Ves No	PIN * 41016 Verity			
ate Course Details	ABC COLLEGE College Name * MES SOCIETY District * Pune Vniversity * Sovitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Taluka * Pune City	College Address * SHIVAJI NAGAR City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	PIN * 411016 Verity *			
mit College Information de	College Name * MES SOCIETY District * Pune University * Savitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Yes No	Taluka * Pune City	College Address * SHIVAJI NAGAR City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	PIN * 41016 Verity *			
Ascellaneous V	MES SOCIETY District * Pune Viniversity * Savitribal Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Toluka * Pune City Fax Number (With STD Code) College Timing *	SHIVAJI NAGAR City* PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	PIN * 411016 Verify			
nge Self Password	District * Pune Viniversity * Savitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Taluka * Pune City	City * PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	PIN *			
	Pune V Viversity * Savitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Pune City	PUNE Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	411016 Verity			
	University * Savitribai Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	Fax Number (With STD Code) College Timing *	Establishment Year * Select College E-Mail ID * Is there any Court Case against this Course ? Yes No				
	Savitribal Phule Pune University, Pune Phone Number (With STD Code) WebSite URL NAAC Details is College Accredited by NAAC ? * Yes No	Fax Number (With STD Code) College Timing *	Select College E-Mail ID * Is there any Court Case against this Course ? Yes No	verty .			
	Phone Number (With STD Code) WebSite URL NAAC Details S College Accredited by NAAC ? * Yes No	Fax Number (With STD Code) College Timing *	Select College E-Mail ID * Is there any Court Case against this Course ? Yes No				
	Phone Number (With STD Code) WebSite URL NAAC Details Is College Accredited by NAAC ? * Yes No	Fax Number (With STD Code) College Timing *	College E-Mail ID *	• •			
	WebSite URL NAAC Details Is College Accredited by NAAC ?* Ves No	College Timing *	Is there any Court Case against this Course ?	•			
	NAAC Details Is College Accredited by NAAC ? *	College Timing *	Is there any Court Case against this Course ?	•			
	NAAC Details Is College Accredited by NAAC ? * Ves No		OYes ONO				
	NAAC Details Is College Accredited by NAAC ? * Ves No						
-	Is College Accredited by NAAC ? *						
i F	Ves ONO						
F							
F	Faculty Details						
	Permenant Faculty Count *	Visiting Faculty Count *	Other Faculty Count *				
	Hostel Details						
H	Hostel Availability *						
	Select 🗸						
1	Library Details						
	Do Library Available ? *						
	◯ Yes ◯ No						
1	Principal Details						
N	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *			
	ABC		7972953161	abc@gmail.com			
	Admission Incharae Details						
1	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *			
	Registrar/superintendent/Head Clerk Deta	ails					
C	Designation *						
	Select 🗸						
N	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *			
		Save & I	Proceed >>>				

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

College must give and verify the Email ID Via OTP

Dr.R.N.Lahoti BEd	OTP has been sent to E-Mail ID C***********************************	@University.com.	
strict *	OTP :	PIN *	
niversity *	Verify OTP Re	esend OTP Close	
hone Number (With ST	TD Code) Fax Number (With STD Code)	College E-Mail ID *	Verify
VebSite URL	College Timing *	Is there any Court Case against this Course ? *	



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

- Dashboard	College Division Details (Coll	ege Code : 260002)		
College Information	 Course Details 			
College Profile	If any course running in yo	ur college is not available in Course Drop down, then please ch	noose others Option and enter that non exist course n	ame.
Update Course Details	While entering the new co	urse in text box, please write full name of course with correct sp	eelling.	
Submit College Information	Main Course *			
Miscellaneous	Select	~		
Change Self Password	BBA	efore 2024 ?* Yes No		
	B.C.A.	Status *	Minority *	
	B.B.M. Select	✓ Select	✓ Non Minority	
	College Type *	Number of Units *	Total Intake *	
	Select	✓ Select	~	
	Fees Details			
	Tution Fees *	Other/University Fees *		
		Add Course		

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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

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- 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.

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College Division Summary

Letter of Details about Other Fee / University Fee.
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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.										
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		Library Availability : Res	Full Time Libration Invaliability: Yes	
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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

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Summary		_					
ellaneous	Unlock College Information Print College Information						
Self Password		Col	lege Code : 260002				
	College Deto	ils					
		Society Name : ABC COLLEGE College Name : MES SOCIETY					
		Address : SHIVAJI NAGAR					
		District : Pune	Taluka : F	Pune City			
		City : PUNE	PIN : 4	111016			
		Establishment Year : 2010					
		Phone Number :	Fax Number :				
		E-Mail ID : sarangspr@gmail.com College Timing : 10 to 05	Any Court Case against this Course :	No			
	NAAC Detail	s	, ,				
		College Accredited by NAAC : No					
	Faculty Deta	ils					
		Permenant Faculty Count : 20 Visitina Faculty Count : 10	Temporary Faculty Count : Other Faculty Count : 1	5			
	Hostel Detail	S					
		Hostel Availability : Boys and Girls	Boys Intake : 5	50			
		Girls Intake : 50	Hostel Fee :	100000			
	Library Deta	ls					
		Library Availability : Yes	Full Time Librarian Availability : 1	(es			
	Principal Det	ails	No Of Titles : 4				
		Name : ABC	Phone Number :				
		Mobile Number : 7972953161	E-Mail ID : 0	abc@gmail.com			
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		Course : B.B.A. Whether	this selected course was running in your college before 2024 ? *	No			
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	1	Government Permission Order to Start Course		Yes	0,		
	2	University Affiliation Letter for Academic Year 2024-25.		Yes	0.		
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	3			TUS	0		
	4	Tuition Fee Sanction Order		Yes	O,		
	5	Undertaking for readying the website of College.		Yes	O,		
	6	University approved College Staff Profiles.		Yes	0		
	7	Photos of Facilities Available in College.		Yes	0		
		·					

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.

Government of Mohorashtra State Common Entrance Test Cell, Universitiva, Mumbal CAP Application for BBA/BCA/BMS Admissions 2024-25						
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	College Accredited by NAAC :	No				
	Faculty Details					
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