



B.Ed.Course.
**User Manual for recognized and Affiliated Colleges’
Registration for participating in the Centralized
Admission Process
for the Academic Year 2023-24**

**State Common Entrance Test Cell,
Mumbai, Maharashtra.**

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1. Homepage and Dashboard:

The homepage for the recognized and affiliated colleges' registrations for B.Ed. Course. For centralized admissions process for the Academic Year 2023-2024 across the state of Maharashtra can be accessed from URL:

BED: <https://bedcap23.mahacet.org/Public/Home.aspx>

Landing page after clicking on to the URL:

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for B.Ed. Admissions 2023-24

bedhelpdesk1@gmail.com (for technical queries only)
cetcell@mahacet.org (for academic & other queries)

Home

Announcement

Notifications

Published On : 3-May-2023
College Registration Circular

Application Process

Admission Schedule

Brochure & User Manual

Government Gazettes & GRs

Dashboard

New Registrations: 0

Applications Locked: 0

Applications Verified: 0

Options Locked: 0

Approved Colleges: 0

Intake (Total): 0

Admitted (Total): 0

Intake (CAP): 0

Admitted (CAP): 0

Intake (EWS + J&K): 0

Admitted (EWS + J&K): 0

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For queries related to application, users can contact on contact no. and mail Ids given on homepage:

- bedhelpdesk1@gmail.com (for technical queries only)
- cetcell@mahacet.org (other academic and other queries)

2. Login Page:

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

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

3. Dashboard:

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

4. College Registration:

College registration is divided into 3 sections:

- College Profile
- Add/Update Division Details
- Document upload
- Verify and Submit College Information

College Profile:



Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for B.Ed. Admissions 2023-24



Welcome, 26087

LogOut

Dashboard	College Profile (College Code : 26087)			
College Information	College Details			
College Profile	College Name *		College Address *	
Add/Update Division Details	Testing College		sdf	
Submit College Information	District *	Taluka *	City *	PIN *
Miscellaneous	Pune	Pune City	dfsd	212122
Change Self Password	University *		Establishment Year *	
	Savitribai Phule Pune University, Pune		2012	
	Phone Number (With STD Code)	Fax Number (With STD Code)	College E-Mail ID *	
			jhaganesh@gmail.com	
	WebSite URL	College Timing *	Is there any Court Case against this Course? *	
		9AM to 5 PM	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	NAAC Details			
	Is College Accredited by NAAC? *			
	<input type="radio"/> Yes <input checked="" type="radio"/> No			
	Faculty Details			
	Permenant Faculty Count *	Temporary Faculty Count *	Visiting Faculty Count *	Other Faculty Count *
	1	2	3	4
	Hostel Details			
	Hostel Availability *	Boys Hostel Intake *	Girls Hostel Intake *	Hostel Fees *
	Boys and Girls	1	2	4
	Library Details			
	Do Library Available? *	Is Fulltime Librarian Available? *	No. Of Books *	No. Of Titles *
	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	1	2
	Principal Details			
	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *
	Test P		9012345678	ganeshj@anthology.com
	Admission Incharge Details			
	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *
	TestAdmin		9023456789	ganeshj@anthology.com
	Registrar/superintendent/Head Clerk Details			
	Designation *			
	Head Clerk			
	Name *	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *
	TestH		9034567891	TestH@gmail.com
	Save & Proceed >>>			

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College Email Verification has been done through OTP.

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On this page college need to fill their details including

- College Details.
- University Affiliation details.
- NAAC details
- Faculty details
- Hostel details
- Hostel details
- Library details
- Principal details
- Administration in charge details
- Registrar/Superintendent/Head clerk details

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

Add/Update Division Details:



Dashboard

College Information

College Profile

Add/Update Division Details

Submit College Information

Miscellaneous

Change Self Password

College Division Details (College Code : 26087 / ChoiceCode : 2608710112)

Course Details

Course *	NCTE/RCI College Code *		
<input type="text" value="B.Ed."/>	<input type="text" value="1234"/>	Status *	Minority *
Medium *	College Type *	<input type="text" value="Government"/>	<input type="text" value="Non Minority"/>
<input type="text" value="English"/>	<input type="text" value="Co-Education"/>	Number of Units *	Total Intake *
		<input type="text" value="1"/>	<input type="text" value="1"/>

Fees Details

Tuition Fees *	Other/University Fees *
<input type="text" value="1"/>	<input type="text" value="4"/>

Available Methods Details

Is Special Education College ? *

Yes No

Humanities & Languages

<input checked="" type="checkbox"/> English	<input type="checkbox"/> Marathi	<input type="checkbox"/> Sanskrit - Kavi Kulguru Kalidas University
<input checked="" type="checkbox"/> Gujarathi	<input type="checkbox"/> Pali	<input type="checkbox"/> Sindhi
<input checked="" type="checkbox"/> Hindi	<input type="checkbox"/> Sanskrit	<input type="checkbox"/> Urdu

Social Science

<input checked="" type="checkbox"/> Civics (Political Science)	<input type="checkbox"/> History	<input type="checkbox"/> Music
<input checked="" type="checkbox"/> Economics	<input type="checkbox"/> Home Economics	<input type="checkbox"/> Social Science
<input checked="" type="checkbox"/> Geography		

Science & Engineering

<input checked="" type="checkbox"/> Computer / IT / Engineering	<input type="checkbox"/> Mathematics / Statistics	<input type="checkbox"/> Science
<input checked="" type="checkbox"/> Home Science		

Quota Methods

<input checked="" type="checkbox"/> Agriculture / Medical Science	<input type="checkbox"/> Commerce / Management / Law
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[Update Division](#)

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On this page college need to add their division details and then click on 'Add Division' button.

Once the division is added pit will show up in the dashboard.

College can add multiple divisions.

If there are multiple units for same course, college type and status then college need to add them as different units under same division.

College can select for the multiple methods.

College Division Summary (College Code : 26087)

Instructions :

- To Edit Division, 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 Division.
- Once profile is locked, then action (edit/delete/upload) button will not be available.

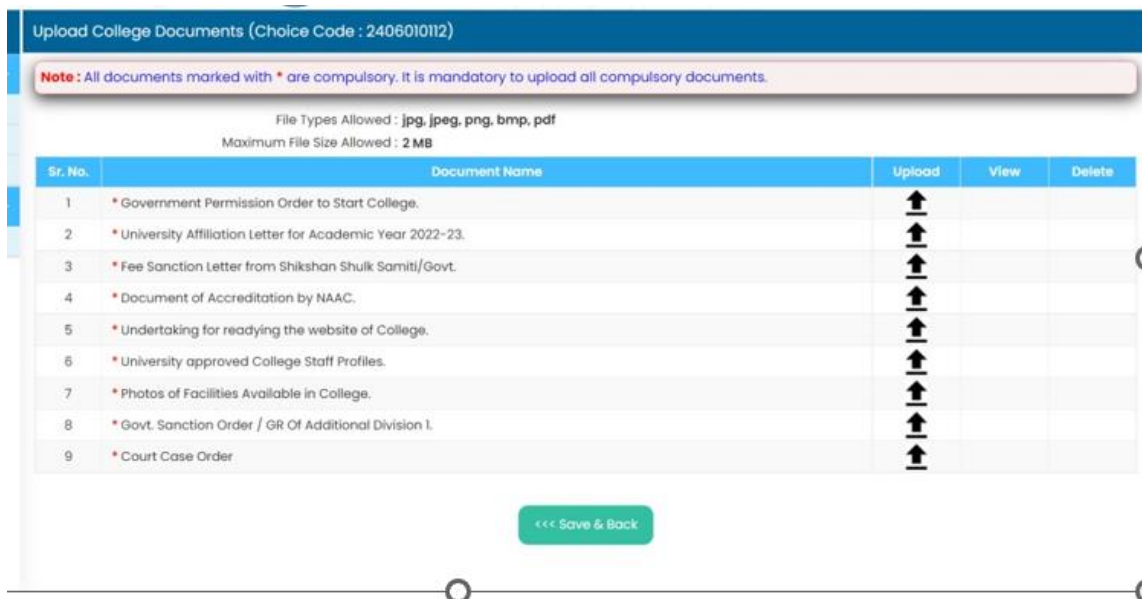
[Add New Division](#)

Action	Course	College Type	Medium	Status	Total Intake	Total Fees	Document Upload Status	Approval Status
 Edit  Upload	B.Ed.	Co-Education	English	Government	1	5	Uploaded	Not Submitted By College

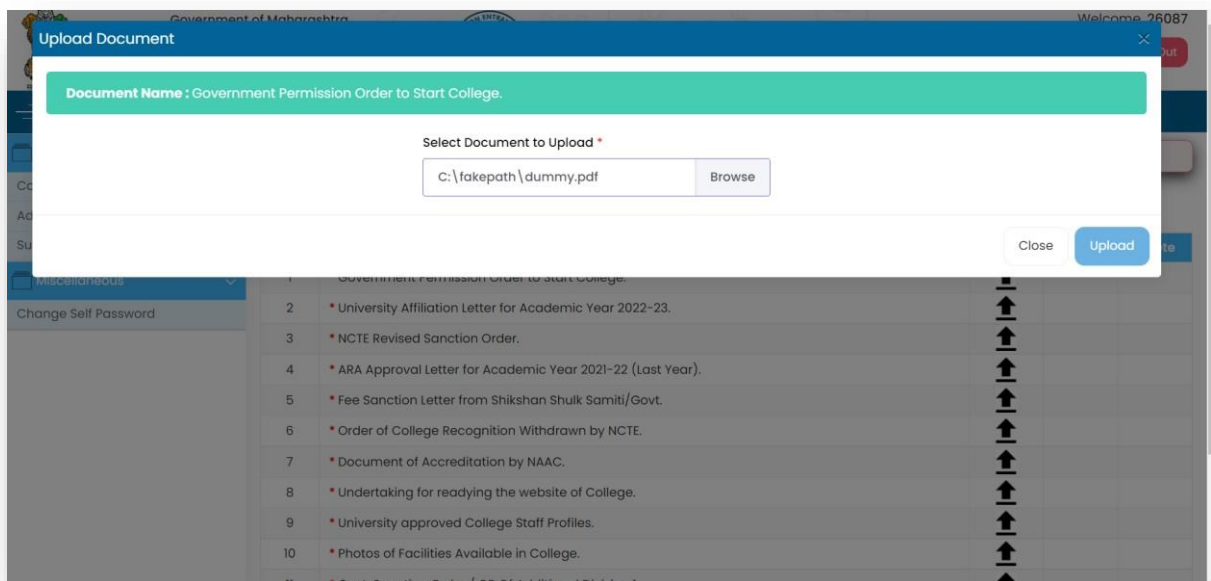
[Save & Proceed >>>](#)

To add the new division, click on 'Add New Division' button.

Document Upload:



On this page college will have to submit the required document, the list of which will appear on screen.



















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

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Upload College Documents (Choice Code : 2608710112)

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 College. Outward No : 1 , Outward Date : 29-04-2023 , Issuing Authority : Testing			
2	* University Affiliation Letter for Academic Year 2023-24.			
3	* NCTE/RCI Revised Sanction Order.			
4	* Fee Sanction Letter from Shikshan Shulk Samiti/Govt.			
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.			

<<< Save & Back

College can also view and delete the uploaded document.

Once documents are uploaded click on 'Save & Back' button.

Institute to upload the correct document at correct place. And click on upload arrow and upload the correct file. If any document is not available, the college has to certify on the college letterhead that this document is not available with the college. The college will be responsible if the college not approved by DHE for short fall of document and mismatch in the document and information submitted.

Verify the profile and Finally Submit College Information.



Government of Maharashtra
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Welcome, 26087

Logout

Dashboard

- College Information
- College Profile
- Add/Update Division Details
- Submit College Information
- Miscellaneous
- Change Self Password

College Summary

[Submit College Information](#)

College Code : 26087

College Details

Society Name : Testing Soc	
College Name : Testing College	
Address : sdf	Taluka : Pune City
District : Pune	PIN : 212122
City : dfsd	
University : Savitribai Phule Pune University, Pune	
Establishment Year : 2012	
Phone Number :	Fax Number :
E-Mail ID : jhaganesh@gmail.com	Website URL :
College Timing : 9AM to 5 PM	Any Court Case against this Course : No
College Recognition Withdrawn by NCTE : No	

NAAC Details

College Accredited by NAAC : **No**

Faculty Details

Permanent Faculty Count : 1	Temporary Faculty Count : 2
Visiting Faculty Count : 3	Other Faculty Count : 4

Hostel Details

Hostel Availability : Boys and Girls	Boys Intake : 1
Girls Intake : 2	Hostel Fee : 4

Library Details

Library Availability : Yes	Full Time Librarian Availability : Yes
No. Of Books : 1	No Of Titles : 2

Principal Details

Name : Test P	Phone Number :
Mobile Number : 902345678	E-Mail ID : ganeshj@anthology.com

Admission Incharge Details

Name : TestAdmin	Phone Number :
Mobile Number : 9023456789	E-Mail ID : ganeshj@anthology.com

Head Clerk Details

Name : TestH	Phone Number :
Mobile Number : 9034567891	E-Mail ID : TestH@gmail.com

Course/Division Details : (Choice Code : 2608710112)

Approval Status : **Not Submitted By College**

Course : B.Ed.	College Type : Co-Education
Medium : English	Status : Government
Minority Status : Not Applicable	
Number of Unit : 1	Total Intake : 1
NCTE/RCI College Code : 1234	

Fees Details

Tuition Fees : 1	Other/University Fees : 4
Total Fee : 5	

Available Methods Details

English, Hindi, Gujarathi, Economics, Geography, Civics (Political Science), Home Science, Computer / IT / Engineering, Agriculture / Medical Science

Document Details

Sr. No.	Document Name	Uploaded	View
1	Government Permission Order to Start College.	Yes	View
2	University Affiliation Letter for Academic Year 2023-24.	Yes	View
3	NCTE/RCI Revised Sanction Order.	Yes	View
4	Fee Sanction Letter from Shikshan Shulk Samiti/Govt.	Yes	View
5	Undertaking for readying the website of College.	Yes	View
6	University approved College Staff Profiles.	Yes	View
7	Photos of Facilities Available in College.	Yes	View
8	Letter of Details about Other Fee / University Fee.	Yes	View

College Flag Details

Approved for CAP 2023-24.

On this page college will see the summary of the details entered and documents uploaded.

To confirm the application, click on the 'Submit College Information'.

College can also take the printout of this application and submit the same to DHE as per the circular released by DHE within the prescribed deadline.

The Principal and the Society of the Institution will be solely responsible for the authenticity of the information provided.

.....End of Document.....