

# 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.

Nodal authority : Directorate of Higher Education, M.S., Central Building, Pune 411001.

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# Table of Contents

1. Homepage and Dashboard	2
2. Login Page:	3
3. Dashboard	3
4. College Registration	4
College Profile	5
Add/Update Division Details:	6
Document Upload	9
Verify the profile and Finally Submit College Information	11

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

Landing page after clicking on to the URL:

Appoundement			
Announcement			Login
Notifications		🧟 Ap	plication Process
Published On: 3-May-2023 College Registration Circular			Admission Schedule
Dashboard	Applications Locked	Applications Verified	Options Locked O
Approved Colleges	O	Admitted (Totol)	
Intoke (CAP) O	Admitted (C O	AP)	intoke (EWS + J&K) O

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

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

# STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA. 2. Login Page: The college can access their profile, edit, verify and finally submit from their log in which looks as under. bedcap23.mahacet.org/Public/Login.aspx $\rightarrow$ C २ 🖻 🖈 🖪 ⊢ 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) 0 Home Instructions Login • Please enter your Login ID and Password. You are advised not to disclose or share your password with anybody. Password Only authorised users are allowed to proceed further. • Your IP Address and other infromation will be captured for security reasons. Forgot Password ? 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. Government of Maharashtra State Common Entrance Test Cell, Maharashtra, Mumbai CAP Application for B.Ed. Admissions 2023-24 Welcome, 26087

Dashboard	Dashboard	
		Welcome to CAP Application for B.Ed. Admissions 2023-24
llege Profile	User Login ID : 26087	IP Address: 157.33.216.97/Chrome/Windows 10/N
/Update Division Details	User Type : College	Current Login Time : 19/05/2023 8:28:16 AM
mit College Information	User Name · Testing College	Pravinus Ionin Time 17/05/2023 8/2018 DM
	ost nume, resting college	
nge Self Password		
	College Status	
		College Verifidation Status
		College Verifidation Status Pendina For Submission by College
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# 4. College Registration:

College registration is divided into 3 sections:

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

Dashboard	College Profile (College Code : 26087)								
College Information	<ul> <li>College Details</li> </ul>								
ege Profile	College Name *		College Address *						
/Update Division Details	Testing College		sdf						
mit College Information	District *	Taluka *	City *	PIN *					
	V Pune V	Pune City 🗸	dfsd	212122					
ge 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 *						
			ibaganach Qamail.com						
			Judganesn@gmail.com	$\bigcirc$					
	WebSite URL	College Timing *	Is there any Court Case against this Course ? *						
		9AM to 5 PM	Ves 💿 No						
	NAAC Details								
	Is College Accredited by NAAC ?*								
	🔿 Yes 🜔 No								
	0 0								
	Faculty Details			Welcome, 2					
	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 *					
	Ves No	● Yes ◯ No	1	2					
	Principal Details	Phone Number (With STD Code)	Mobile Number *	E-Mail ID *					
	Toot P	Phone Number (with STD Code)	0012245679	agnochi@anthology.com					
	lestP		9012343076	ganesnj@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 Details	OTP Details					
College Name *				*		
Dr.R.N.Lahoti BEd	OIP has been se	nt to E-Mail ID C*********1@U	niversity.com.			
District *					PIN *	
Select		OIP:				
University		Verify OTP Reser	d OTP Close	adr *		
Select				~		
Phone Number (Wi	th STD Code) Fc	x Number (With STD Code)	College E-Mail I	D *		
			collegeemail	@university.com		Verify

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:

Page6 | 12

Governmen State Common Entrance T CAP Application for E	t of Maharashtra fest Cell, Maharashtra, Mumbai 8.Ed. Admissions 2023-24					Welcome, 26087
Dashboard	College Division Details (College Code : 260	087 / Choice0	Code : 2608710112)			
College Information 🗸 🗸	Course Details					
College Profile	Course *		NCTE/RCI College Code*			
Add/Update Division Details	B.Ed.	~	1234			
Submit College Information	Medium *		Status *		Minority *	
Miscellaneous	English	~	Government	~	Non Minority	~
Change Self Password	College Type *		Number of Units *		Total Intake *	
	Co-Education	~	1	~	1	
	Fees Details					
	Tution Fees *	Other/Universi	ity Fees *			
	1	4				
	Available Methods Details					
	Is Special Education College ? *					
	Yes No					
	Humanities & Languages					
	English		Marathi		🔲 Sanskrit - Kavi Kulguru Kalidas U	Iniversity
	Gujrathi		Pali		Sindhi	
	Hindi		Sanskrit		Urdu	
	Social Science					
	Civics (Political Science)		History		Music	
	Conomics		Home Economics		Social Science	
	Geography					
	Science & Engineering					
	✓Computer / IT / Engineering		Mathematics/ Statistics		Science	
	✓Home Science					
	Quota Methods					
	✓Agriculture / Medical Science		Commerce / Managemer	t / Law		
			Updat	e 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	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 Submited By College		
			Save 8	& Proceed >>>						

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

## Document Upload:

	Maximum File Size Allowed : 2MB				
r. No.	Document Name	Uple	od	View	Dele
1	* Government Permission Order to Start College.	1	1		
2	* University Affiliation Letter for Academic Year 2022-23.	1	<u>t</u>		
3	* Fee Sanction Letter from Shikshan Shuik Samiti/Govt.	1	1		
4	Document of Accreditation by NAAC.	1	<u>t</u>		
5	* Undertaking for readying the website of College.	1	1		
б	* University approved College Staff Profiles.	1	1		
7	* Photos of Facilities Available in College.	1	t		
8	* Govt. Sanction Order / GR Of Additional Division 1.	1	t		
9	Court Case Order	1	•		
7 8 9	Photos of Facilities Available in College.     Govt. Sanction Order / GR Of Additional Division I.     Court Case Order				

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

	onninentrent		
		Select Document to Upload *	
		C:\fakepath\dummy.pdf Browse	
			Close Upload te
scellaneous	× 1	ovveniment remission order to start conege.	<u> </u>
nge Self Password	2	* University Affiliation Letter for Academic Year 2022-23.	<b>±</b>
	3	* NCTE Revised Sanction Order.	<u>1</u>
	4	* ARA Approval Letter for Academic Year 2021-22 (Last Year).	<u>1</u>
	5	* Fee Sanction Letter from Shikshan Shulk Samiti/Govt.	<u>±</u>
	6	* Order of College Recognition Withdrawn by NCTE.	1 I I I I I I I I I I I I I I I I I I I
	7	Document of Accreditation by NAAC.	Ť
	8	Undertaking for readying the website of College.	1 I
	9	* University approved College Staff Profiles.	1 I
	10	* Photos of Facilities Available in College.	Ŧ
	11		

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

#### Upload College Documents (Choice Code : 2608710112)

Note : All o	locuments marked with * are compulsory. It is mandatory to upload all compulsory documents.			
	File Types Allowed : <b>jpg, jpeg, png, bmp, pdf</b> Maximum File Size Allowed : <b>2 MB</b>			
Sr. No.	Document Name	Upload	View	Delete
1	* Government Permission Order to Start College. Outward No : 1, Outward Date : <b>29-04-2023</b> , Issuing Authority : <b>Testing</b>		0	1
2	* University Affiliation Letter for Academic Year 2023-24.		O,	Î
3	NCTE/RCI Revised Sanction Order.		O,	1
4	* Fee Sanction Letter from Shikshan Shulk Samiti/Govt.		0	Ŵ
5	* Undertaking for readying the website of College.		0	Î
6	* University approved College Staff Profiles.		0	Î
7	Photos of Facilities Available in College.		0	Î
8	Letter of Details about Other Fee / University Fee.		0	Î

<<< 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.

Governmen State Common Entrance T CAP Application for E	of Maharashtra est Cell, Maharashtra, Mumbai .Ed. Admissions 2023-24	HY			Welcome, 2608
Dashboard	College Summary				
			Submit College Information		
ege Profile					
Update Division Details		C	ollege Code : 26087		
nit College Information	College Details	- Testing Soc			
	College Nam	: Testing College			
nge Self Password	Addres	s: sdf	Telder Bune (	Tite	
	Cit	/: dfsd	PIN : 212122	sity	
	Universit	: Savitribai Phule Pune University, Pune			
	Establishment Yea Phone Numbe	r: 2012	Fax Number :		
	E-Mail II	; jhaganesh@gmail.com	Website URL:		
	College Recognition Withdrawn by NCT	9 9AM to 5 PM	Any Court Case against this Course : No		
	NAAC Details				
	College Accredited by NAA	: No			
	Faculty Details				
	Permenant Faculty Coun	t; 1	Temporary Faculty Count : 2		
	Visiting Faculty Coun	t: 3	Other Faculty Count : 4		
	Hostel Details	: Boys and Girls	Boys Intake : 1		
	Girls Intak	9:2	Hostel Fee : 4		Welcome 26087
	Library Details				1101001110, 20001
	Library Availabilit	Y: Yes	Full Time Librarian Availability : Yes		Logout
	Principal Details	5.1	NO OF TIMES : 2		
	Nam	: Test P	Phone Number :		
	Mobile Numbe	r: 9012345678	E-Mail ID : ganes	hj@anthology.com	
	Admission Incharge Details				
	Nami Mobile Numbe	9 : TestAdmin 7 : 9023456789	Phone Number : E-Mail ID : ganes	hi@anthology.com	
	Head Clerk Details		L Wolf D. goldo	njædna lology.com	
	Nam	e : TestH	Phone Number :		
	Mobile Numbe	r: 9034567891	E-Mail ID : TestH	@gmail.com	
		Course/Divisior	Details : (Choice Code : 2608710112)		
	Approval Status	: Not Submited By College			
	Course Mediun	a: English	College Type : Co-Ed Status : Goven	nment	
	Minority Statu	s : Not Applicable			
	Number of Uni	t : 1 - 1234	Total Intake : 1		
	Fees Details				
	Tution Fee	s:1	Other/University Fees : 4		
	Total Fe	9:5			
	Available Methods Details	-			
	English, Hindi, Gujrathi, Economics, Geography, Civic	s (Political Science), Home Science, Comput	er / IT / Engineering, Agriculture / Medical Science		
	Document Details				
	SI: No.	Doc	Intent Norne	Uploaded	View
	Government Permission Order to St	art collège.		Yes	0
	2 University Affiliation Letter for Acade	mic Year 2023-24.		Yes	0
	3 NCTE/RCI Revised Sanction Order.			Yes	0
	4 Fee Sanction Letter from Shikshan S	hulk Samiti/Govt.		Yes	0
				Yes	0,
	5 Undertaking for readying the websit	e of College.			
	5 Undertaking for readying the websil 6 University approved College Staff Pr	e of College. ofiles.		Yes	0
	5 Undertaking for readying the websil 6 University approved College Staff Pr 7 Photos of Facilities Available in Coll	e of College. ofiles. rae.		Yes	0
	Undertaking for readying the websi     University approved College staff P     Photos of Facilities Available in Colle     Extended Decisional advancements	e of College. ofiles. Ige.		Yes	0,0

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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 if 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.....

Page 12 | 12