



B.Ed.Course.
**User Manual for recognized and Affiliated Colleges’
Registration for participating in the Centralized
Admission Process
for the Academic Year 2024-2025**

**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 2024-2025 across the state of Maharashtra can be accessed from URL:

BED: <https://bedcap24.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 2024-25

maharashtra.cetcell@gmail.com (other academic and other queries)

Home

Announcement

Notifications

Published On: 15-May-2024
College Registration (Academic Year 2024-25) Circular

Application Process

Admission Schedule

Brochure, User Manual & Important Document

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

0

For queries related to application, users can contact on Institute help module given on homepage:

You will have to register on the Institute help module for queries.

Home Help Module

Announcement

Institute Help Module

Notifications

Published On: 15-May-2024
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Admission Schedule

Brochure & User Manual & Important Documents

Government Gazettes & GRs

https://cethelpdesk.mahacet.org/Public/Home.aspx

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2. Login Page:

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

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for B.Ed. Admissions 2024-25

maharashtra.cetcell@gmail.com (other academic and other queries)

Home

Instructions

- 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.
- Your IP Address and other information will be captured for security reasons.

Login

(Only for other than Candidate User)

LOGIN ID

Password

Login

[Forgot Password ?](#)

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

3. Dashboard:

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

Government of Maharashtra
State Common Entrance Test Cell, Maharashtra, Mumbai
CAP Application for B.Ed. Admissions 2024-25

Welcome, 10015

Logout

Dashboard

Dashboard

Welcome to CAP Application for B.Ed. Admissions 2024-25

User Login ID : 10015

User Type : College

User Name : Kadariya College Of Education, Buldana

IP Address : 182.78.57.114/Chrome/Windows 10/N

Current Login Time : 17/05/2024 12:33:26 PM

Previous Login Time : 17/05/2024 11:49:43 AM

College Information

College Profile

Add/Update Division Details

Submit College Information

Miscellaneous

Change Self Password


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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

College Profile:

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 *	
			jhaganesj@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

Permanant Faculty Count *	Temporary Faculty Count *	Visiting Faculty Count *	Other Faculty Count *	Welcome, 26087 
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 >>>

College Email Verification has been done through OTP.

The image shows a web form titled "College Profile (College Code : 10006)". The form is partially obscured by a modal window titled "OTP Details". The modal window contains a green message box stating "OTP has been sent to E-Mail ID C*****@University.com." Below this is an input field labeled "OTP :". At the bottom of the modal are three buttons: "Verify OTP" (green), "Resend OTP" (blue), and "Close" (red). The background form includes fields for "College Name", "District", "University", "Phone Number (With STD Code)", "Fax Number (With STD Code)", "College E-Mail ID", "WebSite URL", "College Timing", and "Is there any Court Case against this Course?". A "Verify" button is visible next to the "College E-Mail ID" field.

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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:

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

Course Details

Course * B.Ed. NCTE/RCI College Code* 1234

Medium * English Status * Government Minority * Non Minority

College Type * Co-Education Number of Units * 1 Total Intake * 1

Fees Details

Tuition Fees * 1 Other/University Fees * 4

Available Methods Details

Is Special Education College? * Yes No

Humanities & Languages

English Marathi Sanskrit - Kavi Kulguru Kalidas University

Gujarathi Pali Sindhi

Hindi Sanskrit Urdu

Social Science

Civics (Political Science) History Music

Economics Home Economics Social Science

Geography

Science & Engineering

Computer / IT / Engineering Mathematics / Statistics Science

Home Science

Quota Methods

Agriculture / Medical Science Commerce / Management / Law

[Update Division](#)

On this page colleges 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 the same course, college type and status then college needs to add them as different units under same division.



College can select from 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.

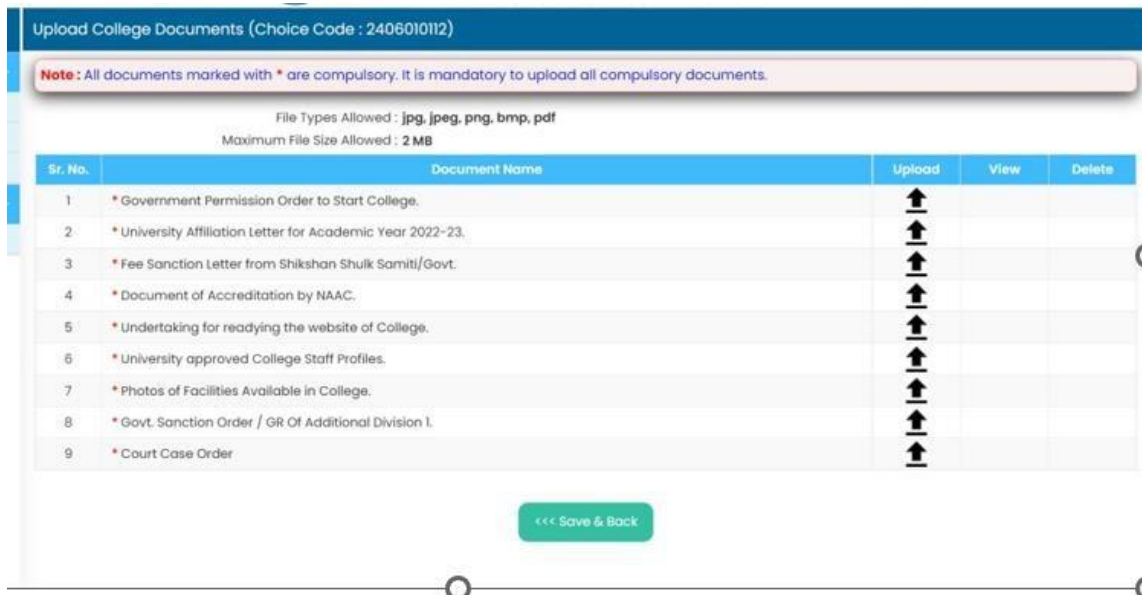
[Add New Division](#)

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

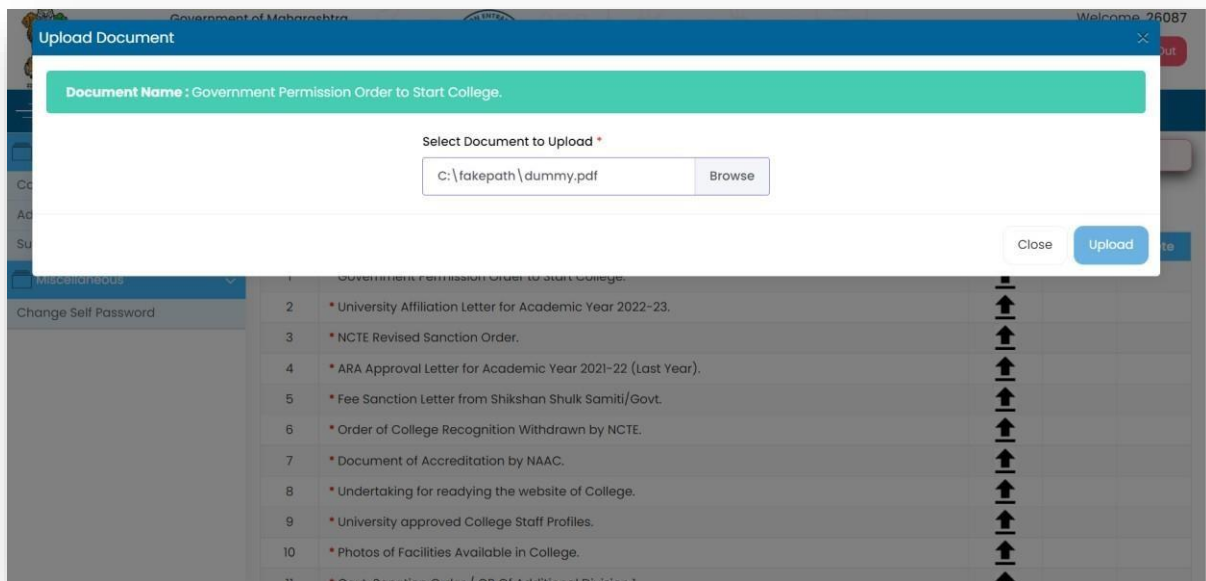
[Save & Proceed >>>](#)

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.

STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.

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 the correct place. And click on upload arrow and upload the correct file. If any document is not available, the college must certify on the college letterhead that this document is not available with the college. The college will be responsible if the college is 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.

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	Takuka : Pune City
College Name : Testing College	PIN : 212122
Address : sdf	
District : Pune	
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 : 9012345678	E-Mail ID : ganesjh@anthology.com

Admission Incharge Details

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

Head Clerk Details

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

Course/Division Details : (Choice Code : 2608710112)

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	
2	University Affiliation Letter for Academic Year 2023-24.	Yes	
3	NCTE/RCI Revised Sanction Order.	Yes	
4	Fee Sanction Letter from Shikshan Shulk Samiti/Govt.	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	

College Flag Details

Approved for CAP 2023-24.

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On this page the 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.....