

Centralized Admission Process (CAP) Admissions (2026-27) First Year Bachelor of Management Studies (BMS)

Guidelines for the Candidates reporting to Institute for admission

Candidates shall report to the Institute to secure her/his admission as per the schedule published by the State CET Cell, Maharashtra. The process followed for CAP admissions shall be as given below:

#	Instructions
1	Organize all the required documents, passport size-colored photographs and demand draft of applicable fees (if you are paying fees using demand draft) before you report to the Institute.
2	Keep Scrutiny Centre verification acknowledgement, Allotment acknowledgement and demand draft (if any) ready with you to display when you reach the Institute for reporting.
3	On visiting the Institute Proceed to the Y – Block Seminar Hall (Y001).
4	Fill up ERP Applicant Data form and collect a copy of the form from the Centre with the help of Admission Officer available over there.
5	Get your original documents, Self-attested photocopies, passport size photographs pre-verified and prepare the sets as advised by the Admission Officers on Document Pre-verification Desk.
6	Enter the Admission Cell only when instructed along with all the sets prepared.
7	Proceed to Document Verification Desk inside Y – Block Seminar hall (Y001).
8	Get your original documents verified, confirm your admission in ERP.
9	Proceed to Account Desk and after payment collect your fees payment receipt.
10	Proceed to Admission Confirmation (on CET portal) Desk inside Y – Block Seminar hall (Y001).
11	Get your admission confirmed on CET portal, submit all the sets of documents (including originals) and collect admission confirmation acknowledgement from the Admission Officer over there.
12	Proceed to Roll No. Generation desk to generate a Roll Number.
13	Proceed to I-card desk, submit passport size-coloured photographs (2 copies) and collect your temporary I-card from the Admission Officer over there.
14	Your Admission process is completed, and you can leave Admission Cell Y – Block Seminar hall (Y001).
15	Make sure that you have the following documents with you while leaving the Admission Cell: 1. Fees payment receipt 2. State CET cell confirmation acknowledgement 3. Temporary I-card

Principal