



**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

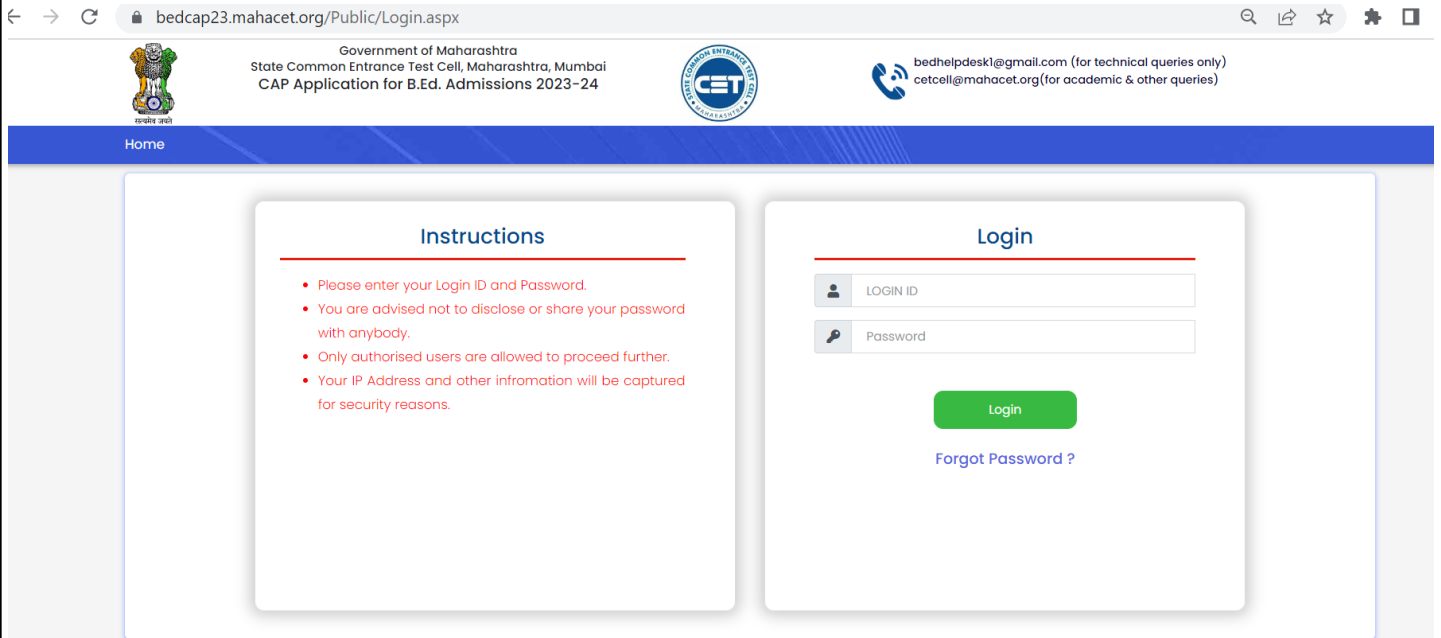
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For queries related to application, users can contact on contact no. and mail Ids given on homepage:

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

## 2. Login Page:

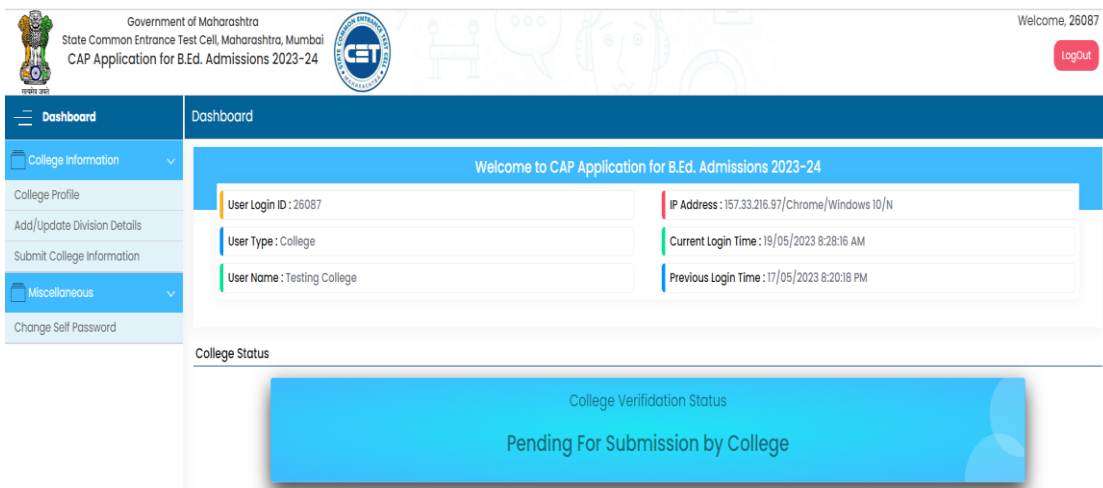
The college can access their profile, edit, verify and finally submit from their log in which looks as under.



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)			
<ul style="list-style-type: none"> <li>College Information</li> <li>College Profile</li> <li>Add/Update Division Details</li> <li>Submit College Information</li> <li>Miscellaneous</li> <li>Change Self Password</li> </ul>	<h3>College Details</h3> <p><b>College Name *</b> Testing College</p> <p><b>College Address *</b> sdf</p> <p><b>District *</b> Pune <b>Taluka *</b> Pune City <b>City *</b> dfsd <b>PIN *</b> 212122</p> <p><b>University *</b> Savitribai Phule Pune University, Pune <b>Establishment Year *</b> 2012</p> <p><b>Phone Number (With STD Code)</b> <b>Fax Number (With STD Code)</b> <b>College E-Mail ID *</b> jhaganesh@gmail.com </p> <p><b>WebSite URL</b> <b>College Timing *</b> 9AM to 5 PM <b>Is there any Court Case against this Course? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>NAAC Details</b></p> <p><b>Is College Accredited by NAAC? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Faculty Details</b></p> <p><b>Permanent Faculty Count *</b> 1 <b>Temporary Faculty Count *</b> 2 <b>Visiting Faculty Count *</b> 3 <b>Other Faculty Count *</b> 4</p> <p><b>Hostel Details</b></p> <p><b>Hostel Availability *</b> Boys and Girls <b>Boys Hostel Intake *</b> 1 <b>Girls Hostel Intake *</b> 2 <b>Hostel Fees *</b> 4</p> <p><b>Library Details</b></p> <p><b>Do Library Available? *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <b>Is Fulltime Librarian Available? *</b> <input checked="" type="radio"/> Yes <input type="radio"/> No <b>No. Of Books *</b> 1 <b>No. Of Titles *</b> 2</p> <p><b>Principal Details</b></p> <p><b>Name *</b> Test P <b>Phone Number (With STD Code)</b> <b>Mobile Number *</b> 9012345678 <b>E-Mail ID *</b> ganeshj@anthology.com</p> <p><b>Admission Incharge Details</b></p> <p><b>Name *</b> TestAdmin <b>Phone Number (With STD Code)</b> <b>Mobile Number *</b> 9023456789 <b>E-Mail ID *</b> ganeshj@anthology.com</p> <p><b>Registrar/superintendent/Head Clerk Details</b></p> <p><b>Designation *</b> Head Clerk</p> <p><b>Name *</b> TestH <b>Phone Number (With STD Code)</b> <b>Mobile Number *</b> 9034567891 <b>E-Mail ID *</b> TestH@gmail.com</p> <p style="text-align: center;"><a href="#">Save &amp; Proceed &gt;&gt;&gt;</a></p>			

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College Email Verification has been done through OTP.

College Profile (College Code : 10006)

College Details

College Name \*  
Dr.R.N.Lahoti BEA

District \*  
Select

University \*  
Select

Phone Number (With STD Code)      Fax Number (With STD Code)      College E-Mail ID \*  
            collegeemail@university.com     

WebSite URL      College Timing \*      Is there any Court Case against this Course ? \*

**OTP Details**

OTP has been sent to E-Mail ID C\*\*\*\*\*I@University.com.

OTP :

## STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.

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)

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**Course Details**

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

Upload College Documents (Choice Code : 2406010112)

**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.	↑		
2	* University Affiliation Letter for Academic Year 2022-23.	↑		
3	* Fee Sanction Letter from Shikshan Shulk Samiti/Govt.	↑		
4	* Document of Accreditation by NAAC.	↑		
5	* Undertaking for readying the website of College.	↑		
6	* University approved College Staff Profiles.	↑		
7	* Photos of Facilities Available in College.	↑		
8	* Govt. Sanction Order / GR Of Additional Division I.	↑		
9	* Court Case Order	↑		

<<< Save & Back

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

Upload Document

Document Name : Government Permission Order to Start College.

Select Document to Upload \*

C:\fakepath\dummy.pdf

1	* Government Permission Order to Start College.	↑		
2	* University Affiliation Letter for Academic Year 2022-23.	↑		
3	* NCTE Revised Sanction Order.	↑		
4	* ARA Approval Letter for Academic Year 2021-22 (Last Year).	↑		
5	* Fee Sanction Letter from Shikshan Shulk Samiti/Govt.	↑		
6	* Order of College Recognition Withdrawn by NCTE.	↑		
7	* Document of Accreditation by NAAC.	↑		
8	* Undertaking for readying the website of College.	↑		
9	* University approved College Staff Profiles.	↑		
10	* Photos of Facilities Available in College.	↑		
11	* Govt. Sanction Order / GR Of Additional Division I.	↑		

















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 : <b>1</b> , Outward Date : <b>29-04-2023</b> , Issuing Authority : <b>Testing</b>			
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  
State Common Entrance Test Cell, Maharashtra, Mumbai  
CAP Application for B.Ed. Admissions 2023-24



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**

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**College Details**

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

---

**NAAC Details**

College Accredited by NAAC : **No**

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**Faculty Details**

Permanent Faculty Count : <b>1</b>	Temporary Faculty Count : <b>2</b>
Visiting Faculty Count : <b>3</b>	Other Faculty Count : <b>4</b>

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**Hostel Details**

Hostel Availability : <b>Boys and Girls</b>	Boys Intake : <b>1</b>
Girls Intake : <b>2</b>	Hostel Fee : <b>4</b>

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**Library Details**

Library Availability : <b>Yes</b>	Full Time Librarian Availability : <b>Yes</b>
No. Of Books : <b>1</b>	No Of Titles : <b>2</b>

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**Principal Details**

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

---

**Admission Incharge Details**

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

---

**Head Clerk Details**

Name : <b>TestH</b>	Phone Number :
Mobile Number : <b>9034567891</b>	E-Mail ID : <b>TestH@gmail.com</b>

---

**Course/Division Details : (Choice Code : 2608710112)**

Approval Status : **Not Submitted By College**

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

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**Fees Details**

Tuition Fees : <b>1</b>	Other/University Fees : <b>4</b>
Total Fee : <b>5</b>	

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**Available Methods Details**

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

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**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	

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**College Flag Details**

Approved for CAP 2023-24.

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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 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.....