

## Centralized Admission Process (CAP) Admissions (2025-26) First Year Engineering

### 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:

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| 1  | Organize all the required documents, passport size-colored photographs and demand draft of applicable fees (if you are paying fees using demand draft) <b>before you report to the Institute.</b>                                                                                                                                |
| 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  | <b>On visiting the Institute Proceed to the Computer Center, Block G.</b>                                                                                                                                                                                                                                                        |
| 4  | Fill up ERP Applicant Data form and collect a copy of the form from the Computer Center with the help of Admission Officers available over there.                                                                                                                                                                                |
| 5  | Proceed to <b>lobby area outside the Admission Cell (M101).</b>                                                                                                                                                                                                                                                                  |
| 6  | Get your original documents, Self-attested photocopies, passport size photographs pre-verified and prepare the sets as advised by the Admission Officers on <b>Document Pre-verification Desk outside M101.</b>                                                                                                                  |
| 7  | Enter the Admission Cell (M101) only when instructed along with all the sets prepared.                                                                                                                                                                                                                                           |
| 8  | Proceed to <b>Document Verification Desk inside M101.</b>                                                                                                                                                                                                                                                                        |
| 9  | Get your original documents verified, confirm your admission in ERP and collect retention certificate from the Admission Officers over there.                                                                                                                                                                                    |
| 10 | Keep the retention certificate and demand draft (if any) ready with you.                                                                                                                                                                                                                                                         |
| 11 | Proceed to <b>Account Desk and after payment collect your fees payment receipt.</b>                                                                                                                                                                                                                                              |
| 12 | Proceed to <b>Admission Confirmation (on CET portal) Desk inside M101.</b>                                                                                                                                                                                                                                                       |
| 13 | Get your admission confirmed on CET portal, <b>submit all the sets of documents (including originals)</b> and collect admission confirmation acknowledgement from the Admission Officer over there.                                                                                                                              |
| 14 | Proceed to <b>Scholarship/Freeship Desk</b> (applicable only for reserved category students) and submit the required documents.                                                                                                                                                                                                  |
| 15 | Proceed to <b>I-card desk</b> , submit passport size-colored photographs (2 copies) and collect your temporary I-card from the Admission Officer over there.                                                                                                                                                                     |
| 16 | Your Admission process is completed, and you can leave Admission Cell (M101)                                                                                                                                                                                                                                                     |
| 17 | Make sure that you have the following documents with you while leaving the Admission Cell: <ol style="list-style-type: none"> <li><b>1. Document Retention certificate</b></li> <li><b>2. Fees payment receipt</b></li> <li><b>3. State CET Cell confirmation acknowledgement</b></li> <li><b>4. Temporary I-card</b></li> </ol> |

Admission In-charge, VIT