

## Centralized Admission Process (CAP) Admissions (2025-26) Direct Second 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:

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: <ul 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> </ul>

Principal, VIT