FLOW CHART FOR DIPLOMA ADMISSION PROCESS 2017 - 2018

Color for activity by Competent Authority CET cell

Color for activity by Candidate at Facilitation Center - FC

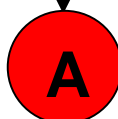Color for activity by Candidate at Admission Reporting Center ARC
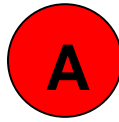
Online Registration Process Start

1. Purchase the Admission Kit for Application ID & Password from FC & Activate the Kit from same FC [₹ 300 for reserve candidate & ₹400 for general].
2. Go to website http://www.dtemaharashtra.gov.in/Poly2017
3. Login using the Application ID and Password given on Kit Register
4. Fill Online Application Form, Scan and Upload the Documents, submit the form, take print of application form, attach photocopies of documents mention on it.
5. Document Verification at Facilitation Centre by the Candidate in person.
6. Confirm application form and collect the Receipt of Form Confirmation by officer of FC.

1. Display or publishing of Provisional merit lists, Submission of grievances if any.
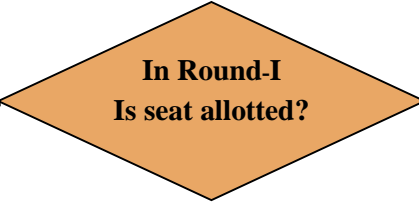2. Display or publishing of Final Merit Lists.

1. Login using the Application ID and Password
2. Fill and submit Online Option Form having preferences of Courses and Institutions before CAP Round I. Candidates may fill in choices of Institutions and Courses in decreasing order of their preference. (Min 01 to Max 300 options)
3. Once again check option form and confirm, take print.
4. The option Form once confirmed shall be considered for allotment in CAP Round I

Display of Provisional Allotment of CAP Round I indicating allotted institute and Course

A

A

Candidate can see his/her allotment in Login using the Application ID and Password
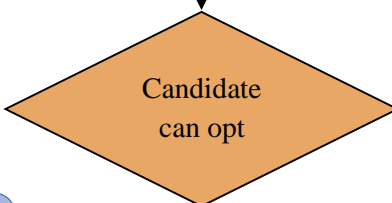
In Round-I Is seat allotted?

No

Yes

1. Login using the Application ID and Password
2. Select choice of seat acceptance as one of following
   a) FREEZE   b) SLIDE   c) FLOAT
3. Take print out of seat acceptance letter

1. Go to ARC with all Original Documents , seat acceptance letter and Demand Draft in favor of Commissioner, State CET Cell, Mumbai Amount: ₹1000/- SC/ST and ₹ 3000/- for All others category.
2. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.
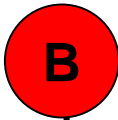
Candidate can opt

Slide OR Float

Freeze

Display of available Category wise Seats (Seat Matrix) for CAP RoundsII.

1. After final CAP Round III, the Candidate shall report to the institution and confirm his admission in institution by paying full fees.
2. Classes begin as per the MSBTE schedule.

1. Login using the Application ID and Password
2. Fill in or edit the already filled online option Form.
   (Min 01 to Max 300 options)
3. Once again check option form and confirm, take print.
4. The option Form once confirmed shall be considered for allotment in CAP Round II.

End

B

B

Candidate can see his/her allotment in Login using the Application ID and Password

In Round-II Is seat allotted?

No → → **Yes**

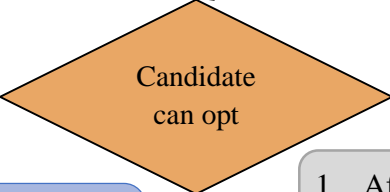**Higher Preference Allotment** → **Is This First time allotment in CAP?** → **YES**

1. Select choice of seat acceptance as one of following
   a) FREEZE   b) SLIDE c) FLOAT
2. Take print out of seat acceptance letter
3. Go to ARC with all Original Documents, seat acceptance letter
4. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.

1. Login using the Application ID and Password
2. Select choice of seat acceptance as one of following
   a) FREEZE   b) SLIDE   c) FLOAT
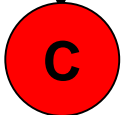3. Take print out of seat acceptance letter

1. Go to ARC with all Original Documents , seat acceptance letter and Demand Draft in favor of Commissioner, State CET Cell, Mumbai Amount: ₹1000/- SC/ST and ₹ 3000/- for All others category.
2. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.

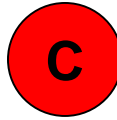**Slide OR Float** → **Candidate can opt** → **Freeze**

Display of available Category wise Seats (Seat Matrix) for CAP Rounds III.

1. After final CAP Round III, the Candidate shall report to the institution and confirm his admission in institution by paying full fees.
2. Classes begin as per the MSBTE schedule.

C

End

C

Candidate can see his/her allotment in Login using the Application ID and Password

In Round-III Is seat allotted?

No

Yes

Higher Preference Allotment

Is This First time allotment in CAP?

YES

1. Select choice of seat acceptance as FREEZE
2. Take print out of seat acceptance letter
3. Go to ARC with all Original Documents, seat acceptance letter
4. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.

1. Login using the Application ID and Password
2. Select choice of seat acceptance as FREEZE
3. Take print out of seat acceptance letter

1. Go to ARC with all Original Documents , seat acceptance letter and Demand Draft in favor of Commissioner, State CET Cell, Mumbai Amount: ₹1000/- SC/ST and ₹ 3000/- for All others category.
2. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The center in-charge shall issue the Online Receipt of acceptance.

1. After final CAP Round III, the Candidate shall report to the institution and confirm his admission in institution by paying full fees.
2. Classes begin as per the MSBTE schedule.

You are not allotted any Course / Institute for Admission through CAP

End