

Candidate Application Form Filling Manual For

Admission to Bachelor of Business Administration (BBA/BMS/BBM ETC.)

For Academic Year 2025-26

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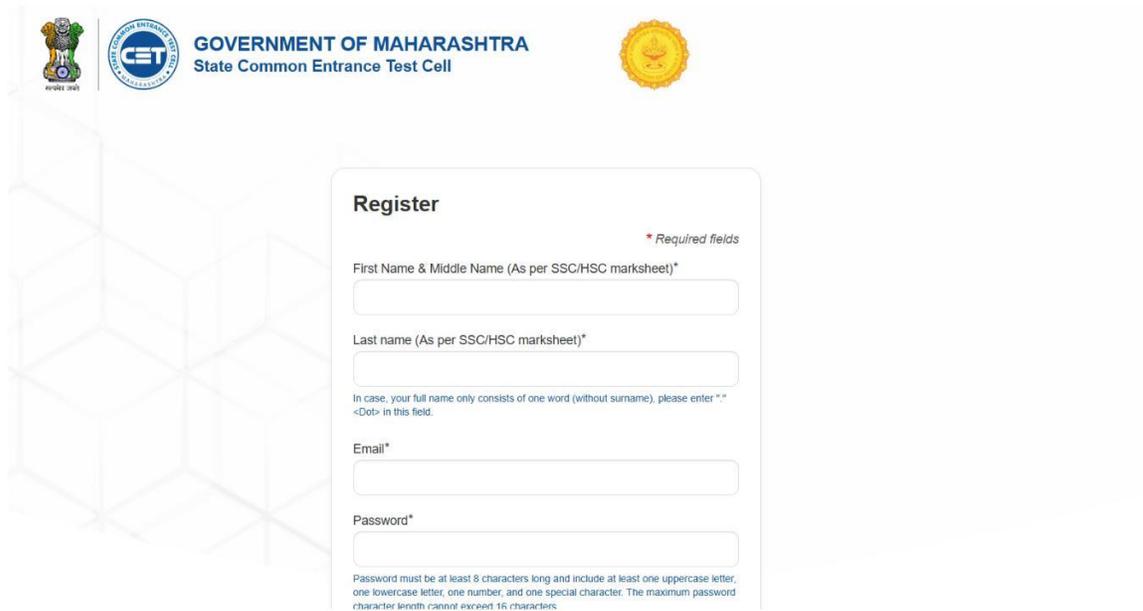
Home Page

The home screen is the primary interface of the admission system. It provides access to various features such as:

- Latest notifications and updates
- Downloadable forms and guidelines
- Links for new candidate registration
- Login access for candidates, facilitators, and administrators

The screenshot displays the home page of the State Common Entrance Test Cell, Maharashtra State. The page is titled "State Common Entrance Test Cell, Maharashtra State" and "First Year of Under Graduate Courses in Management (BBA/BMS/BBM ETC.) Admissions 2025 - 2026". A sidebar on the left contains navigation links: Home, Candidate Login, Candidate Registration, FC/ SUB FC Login, Institute Login, List of FCs, Important Links, and Information Brochure. The main content area features a red "Important" banner, a navigation menu with icons for Online Systems, Notification, News, Downloads, Important Dates, FAQ, and Application Fee, and a "Show More" button. Below the banner, the text "Seat Matrix and Cut Off Lists of CAP Round" is visible.

1.0 New Candidate Registration-Normal Registration Window and Registration with sso



The screenshot shows the registration page for the Government of Maharashtra State Common Entrance Test Cell. At the top left is the Government of India emblem, followed by the CET logo and the text "GOVERNMENT OF MAHARASHTRA State Common Entrance Test Cell". To the right is a gold medal icon. The main content is a "Register" form with the following fields and instructions:

Register * Required fields

First Name & Middle Name (As per SSC/HSC marksheet)*

Last name (As per SSC/HSC marksheet)*

In case, your full name only consists of one word (without surname), please enter "*" <Dot> in this field.

Email*

Password*

Password must be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one number, and one special character. The maximum password character length cannot exceed 16 characters.

1.2 CANDIDATE REGISTRATION

Based on the information filled in online by the candidate, an application ID has been provided to the candidate through the computerized system. The candidate must permanently save this application ID/User Name for further process.

1.3 LOGIN PAGE FOR CANDIDATE

After completing the online registration, enter the application ID/username received through the computerized system, along with the password and captcha mentioned during registration, on the login screen and click the Login button.

GOVERNMENT OF MAHARASHTRA
State Common Entrance Test Cell

Sign In

Registered Email ID

Password

[Reset Password / Forgot Password](#)

Sign In

New user?

Register

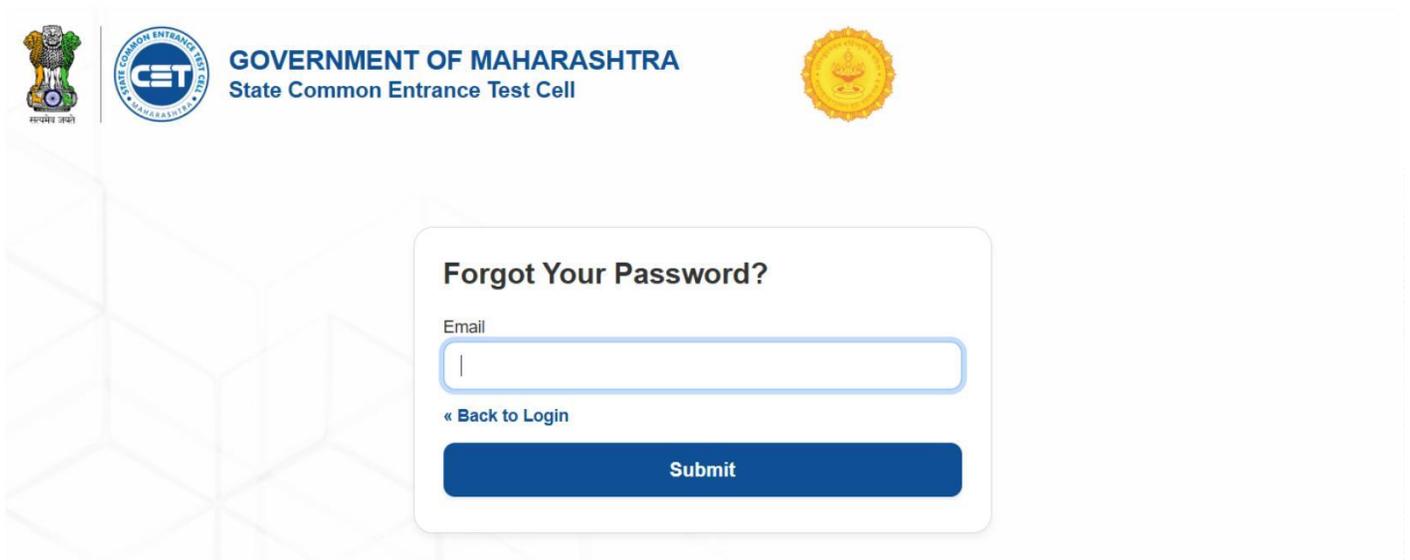
OR

[How to Register - User Manual | Tutorial Video](#)
[How to Raise a Ticket](#)

1.4 CANDIDATE FORGOT PASSWORD

In case Candidate forgot his Password, he can recover his password by clicking on Forgot your Password? Link given in Candidate Login Window.

- Enter correct details for password recovery.
- Enter Mobile number same as that will be used during admission process.
- OTP will be sent on your Registered Mobile Number.
- Candidate will receive Password on Registered Mobile Number .



The screenshot shows the 'Forgot Your Password?' form on the Government of Maharashtra State Common Entrance Test Cell website. The form is titled 'Forgot Your Password?' and includes an 'Email' input field, a '« Back to Login' link, and a 'Submit' button. The website header features the Government of Maharashtra logo, the CET logo, and the text 'GOVERNMENT OF MAHARASHTRA State Common Entrance Test Cell'.

GOVERNMENT OF MAHARASHTRA
State Common Entrance Test Cell

Forgot Your Password?

Email

[« Back to Login](#)

Submit

1.5 Application Scrutiny Mode Selection

After logging in, the candidate will have to select the available methods for scrutiny of their application form as given below with options: E-Scrutiny of the application and Physical Scrutiny at the facilitation center. You need to choose one of these options.

SCRUTINY MODE SELECTION

E-Scrutiny

Instructions For E-Scrutiny Mode

- > Candidate shall fill online application form, scan and upload the required documents.
- > Candidate need not go to Facilitation centre for verification and confirmation of the application form. Application form and documents shall be verified and confirmed by the E-Scrutiny Center.
- > Once candidate complete his application form and generates printable application form candidate will be allocated to E-Facilitation centre for E-verification and candidates application form will be locked.
- > If no Discrepancies found in candidate application form the status of verification and confirmation of the application form will be available in candidates Login along with receipt cum Acknowledgement.
- > If Discrepancies found in the application form then the application form will be reverted back to candidate for resolving the discrepancies and the details of discrepancies will be displayed on the candidate dashboard with remark.
- > Candidate shall resolve all the discrepancies displayed on candidate dashboard.
- > Once candidate done with all the changes and generates fresh Printable application form system will automatically resubmit the candidate application form to E-Facilitation centre for reverification and candidate wont be able to make any changes in their application form.

Physical-Scrutiny

Instructions For Physical-Scrutiny Mode

- > Such candidates need to book the slots for online filling of application form, scan and upload the documents and verification/confirmation of application form.
- > Candidate shall book the slots from the next window as per your convinience within given schedule.
- > If you want to reschedule the slot booking then go to candidate dashboard and click on reschedule button and select the slot as per your convinience within given schedule.
- > After verification & Confirmation of application form, Facilitation centre shall issue the receipt cum Acknowledgement to candidate.
- > The status of confirmation shall be available in candidates Login along with receipt cum Acknowledgement.

★ Candidates can change or switch the scrutiny mode at any time before confirming the application form.

1.6 E-Facilitation Center (E-Scrutiny)

If you select E-Scrutiny option out of the two given options, a message saying "Your scrutiny mode has been saved" will appear on the screen, and the option to conduct the scrutiny of your application through E-Scrutiny will be successfully recorded. Your application will display a total of eight stages on the candidate's login dashboard. The first stage has been completed, and the candidate must complete the remaining stages. Until all stages on the dashboard are completed, it should be understood that your online application has not been submitted.

E-Scrutiny

Instructions For E-Scrutiny Mode

- Candidate shall fill online application form, scan and upload the required documents.
- Candidate need not go to Facilitation centre for verification and confirmation of the application form. Application form and documents shall be verified and confirmed by the E-Scrutiny Center.
- Once candidate complete his application form and generates printable application form candidate will be allocated to E-Facilitation centre for E-verification and candidates application form will be locked.
- If no Discrepancies found in candidate application form the status of verification and confirmation of the application form will be available in candidates Login along with receipt cum Acknowledgement.
- If Discrepancies found in the application form then the application form will be reverted back to candidate for resolving the discrepancies and the details of discrepancies will be displayed on the candidate dashboard with remark.
- Candidate shall resolve all the discrepancies displayed on candidate dashboard.
- Once candidate done with all the changes and generates fresh Printable application form system will automatically resubmit the candidate application form to E-Facilitation centre for reverification and candidate wont be able to make any changes in their application form.

1.7 Physical Scrutiny at the Facilitation Center

In this case If you select Physical-Scrutiny option out of the two given options the candidate has to select any nearest FC by selecting district, facilitation center (FC Name), and date for the physical scrutiny at the facilitation center.

Physical-Scrutiny

Instructions For Physical-Scrutiny Mode

- Such candidates need to book the slots for online filling of application form, scan and upload the documents and verification/confirmation of application form.
- Candidate shall book the slots from the next window as per your convenience within given schedule.
- If you want to reschedule the slot booking then go to candidate dashboard and click on reschedule button and select the slot as per your convenience within given schedule.
- After verification & Confirmation of application form, Facilitation centre shall issue the receipt cum Acknowledgement to candidate.
- The status of confirmation shall be available in candidates Login along with receipt cum Acknowledgement.

1.8 PHYSICAL SCRUTINY MODE-SLOT SCHEDULING

In this case candidates can select Time Slot which is convenient to him for confirmation of his Application form.

District Amravati	FC FC1008-Government Polyte...	07/09/2024
10 A.M. to 11 A.M. (Avaliable - 15)	11 A.M. to 12 P.M. (Avaliable - 15)	12 P.M. to 1 P.M. (Avaliable - 15)
1 P.M. to 2 P.M. (Avaliable - 15)	3 P.M. to 4 P.M. (Avaliable - 15)	4 P.M. to 5 P.M. (Avaliable - 15)

[Save and Proceed](#) [Back](#)

Activate Windows
Go to Settings to activate Windows

2.0 Step No. 1 – Login Dashboard: -

After filling out the application using either method, the first step details are shown below which shows the current status of the candidate's application form. The Candidate shall complete all steps without fail.

Welcome for Online Application System for First Year of Under Graduate Courses in Management (BBA/BMS/BBM ETC.) Admissions 2025 - 2026 (CAP) .

! If a candidate needs to change Mobile number, E-mail then raise a ticket on Helpdesk from the given link: [Click here](#) **New!**

Application Form Registration Status

Your form is Unlocked

- ✓ Fill Registration Details
- ✓ Select Scrutiny Mode
- ✓ Fill CET Details
- ✓ Fill Candidature Type Details
- ✓ Fill Type Details
- ✓ Fill Category Details

2.1 Application Type

In the **Application Type** section of the online form, applicants are required to indicate whether they have appeared for the **MAH - BCA/BBA/BMS/BBM CET** examination. This is a mandatory field, marked with an asterisk (*). To proceed, the applicant must select the **Yes** option by clicking the corresponding radio button. If the user wishes to return to the previous page, they can do so by clicking the **Back** button provided below the selection option. Ensure this step is completed accurately before moving forward in the application process.

Have you appeared for MAH - BCA/BBA/BMS/BBM CET-2025*

 Yes No

MAH - BCA/BBA/BMS/BBM CET-2025 Roll Number*

2407001001

MAH - BCA/BBA/BMS/BBM CET-2025 Application Number*

243013065

Have you Appeared for Common University Entrance Test (CUET) Under Graduate (UG)*

 Yes No

View Data

Back

Candidate Name Matching Score = 1

(NOTE- "0" Means "NOT MATCH", "1" Means FULL MATCH, Other Score means "PARTIALLY MATCH")

Candidate Entered Name for CAP Admision Process 2025

Candidate Name : PARDHI TANUSHRI MANOHAR

MAH - BCA/BBA/BMS/BBM CET-2025 Candidate Details

Candidate Name : PARDHI TANUSHRI MANOHAR

Candidate CET Percentile : 30.5587229

Candidate CET Fees : Rs.800/-

You Have Appeared for Common University Entrance Test (CUET) Under Graduate (UG)* No

Save And Proceed

2.2 Step No. 2 - Select Candidature Type (Fill Candidature Type Details):-

Based on the information provided by the candidate regarding their candidature type, select the appropriate type of candidature. After selecting the type, Validate form and click on the "Save and Proceed" button below. For example, if the candidate was born in Maharashtra and completed their education in Maharashtra, they should select "Maharashtra State Candidate – Type A" as their candidature type.

TYPE OF CANDIDATE

Notes:

> Read all the Candidature types carefully and claim your type of candidature by clicking on the radio button and then click on Save & proceed button.

Maharashtra State Candidate - Type A

1. Candidates passing SSC and HSC or 10+2 Examination or Diploma in Engineering or D. Voc. Examination from a recognized institution in the Maharashtra State.

Maharashtra State Candidate - Type B

1. A Candidate who does not fall in Type A above, but who or whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.

Maharashtra State Candidate - Type C

1. A Candidate who does not fall in either Type A or Type B but whose father or mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.

Maharashtra State Candidate - Type D

1. A Candidate who does not fall in any of the above Type A, Type B and Type C but whose father or mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.

Maharashtra State Candidate - Type E

1. Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy or Diploma of Vocation and also Qualifying Examination from a recognised institution located in Maharashtra Karnataka Border Area or from Maharashtra, residing in the Maharashtra Karnataka Border Area and whose mother tongue is Marathi./Explanation,- the Maharashtra Karnataka Border Area includes the villages declared by the State government for that purpose.

[Type E Disputed Village List](#)

Outside Maharashtra State(OMS)

1. Does not satisfy as Type-A, Type-B, Type-C, Type-D and Type-E Candidate AND having Indian Nationality are eligible under this Category.

JKPMSSS

1. Prime Minister's Special Scholarship Scheme for Jammu and Kashmir Students

Union Territory of Jammu and Kashmir and Ladakh Migrant Candidates

Save and Proceed

Back

TYPE OF CANDIDATURE- TYPE A:

1. For Type of Candidature -Type-A, The Candidate have to select the following Fields as shown in following fig:

- a. District from where Candidate has has passed HSC or passed diploma in Engineering or Technology or Pharmacy *
- b. District from where Candidate **Passed / Appearing for Graduation**
- c. Document as a proof of type-A candidature as shown in the list.

After Filling above details click on **Save and Proceed**

TYPE OF CANDIDATURE- TYPE B:

1. For Type of Candidature - Type B you have to select the following Fields as shown in following fig:

- a. Whose domicile you are going to submit at FC. If you submitting Domicile of Mother then please enter your Mother name.
- b. Select the District from where Candidate / Father / Mother of Candidates Domiciled in the State of Maharashtra.
- c. Enter Your Home University.

After Filling above details click on Save and Proceed

TYPE OF CANDIDATURE- TYPE C:-

1. For Type of Candidature - Type C you have to select the following Fields as shown in following fig:

- a. Who is the employee of Govt of India Undertaking ? Father /Mother
- b. Select the District where Father / Mother of the Candidate is Posted in Maharashtra
- c. You will get Home University as selected.

After Filling above details click on Save and Proceed

TYPE OF CANDIDATURE- TYPE D:-

1. For Type of Candidature - Type D you have to select the following as shown in following fig:

- a. Whose Proforma B you are submitting at FC.
- b. Select Yes/No if your Father or Mother is retired employee of the Government of Maharashtra of Maharashtra Undertaking
- c. Select the District where Father / Mother of the Candidate is reported back to Maharashtra and posted.
- d. You will get Home University as selected.

After Filling above details click on **Save and Proceed**

TYPE OF CANDIDATURE- TYPE E

For Type of Candidature - Type E you have to select the following as shown in following fig:

1. Select the District from Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy
2. Select the District of Qualifying Examination form a recognized institution in Maharashtra State or recognized institution located in a disputed Maharashtra Karntaka Border area..
3. Select Mother Tongue.
4. You will get Home University as selected.
5. Document as a proof of type-E candidature as shown in the list as Proforma - G1 / Proforma - G2 .

After Filling above details click on Save and Proceed

TYPE OF CANDIDATURE- OMS

. Does not satisfy as Type-A, Type-B, Type-C, Type-D and Type-E Candidate AND having Indian Nationality are eligible under this Category.

After Filling above detail click on Save and Proceed

Step No. 3 -TYPE DECISION

In this section of the application form, candidates applying under **Maharashtra State Candidature Type A** must provide details related to their educational background and domicile

status. Applicants are required to select the district from which they have passed or are appearing for their HSC or diploma in Engineering, Technology, or Pharmacy, as well as the district where they have completed or are appearing for their graduation. Additionally, selecting the **Home University** is mandatory. As per the instructions, Type A candidates must upload one of the following documents as proof: a **Domicile Certificate** issued by a competent authority in Maharashtra, a **Birth Certificate** indicating the place of birth in Maharashtra, or a **School Leaving Certificate** showing the place of birth within Maharashtra. Candidates can proceed by clicking **Save and Proceed** or return to the previous page using the **Back** button.

TYPE DECISION

Your Type of Candidature : Maharashtra State Candidature Type A

Select the District from which Candidates passing HSC or diploma*

Select District

Ahilyanagar

Your Home University is*

Savitribai Phule Pune University

Notes:-

> As your Candidature is Type A you are required to scan and upload any one of the document given below.

- > Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra issued by Sub Divisional officer / Dy. Collector of District.
- > Birth Certificate of the Candidate indicating the place of birth in Maharashtra.
- > The School Leaving Certificate indicating the place of birth In Maharashtra.

Save and Proceed

Back

2.3 Step No. 4 –CATEGORY DECISION: -

The candidate needs to select the category he/she belong to. If the candidate wishes to apply under the General category based on economic criteria, they must also upload the necessary documents related to it. If the candidate wishes to apply under a reserved category, they must select the appropriate category and provide the necessary supporting documents to claim the reservation.

If the candidate belongs to the Divyang category, they must select the Divyang category.

Category Details / प्रवर्ग तपशील

Do you belong to General/Reserved Category / सर्वसाधारण / आरक्षित प्रवर्ग निवडा :

 General/सर्वसाधारण Reserved/आरक्षित

Select the Reserved Category to which you belong / आपल्या जातीचे नाव निवडा

Select Category

OBC

Select the Caste to which you belong / आपल्या उपजातीचे नाव निवडा

Select Sub Category

Audhiya [203]

Select Status of Caste / Tribe Validity Certificate

Select Status

Available

Issuing Authority for Caste Certificate:

Select Authority

Sub-Divisional Officer

Select Status of Non-Creamy Layer Certificate / नॉन क्रेमलियेर प्रमाणपत्राची स्थिती निवडा

Select Status

Available

Important Instructions :

- > If you select 'Available', You are required to scan and upload the Caste / Tribe Validity Certificate of the candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra. / सूचना तुम्ही 'Available' निवडल्यास, तुम्हाला उमेदवाराच्या वर्गवारीचा स्पष्ट उल्लेख असलेले जात प्रमाणपत्र स्कॅन करून अपलोड करणे आवश्यक आहे आणि महाराष्ट्र राज्यात ही जात मागासवर्गीय म्हणून ओळखली गेली असली पाहिजे..
- > If you select 'Applied but not Received', you have to submit the receipt of application made for Caste / Tribe Validity Certificate clearly mentioning the category of the candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra./ तुम्ही 'applied but not received' निवडल्यास, तुम्हाला उमेदवाराच्या वर्गवारीचा स्पष्ट उल्लेख असलेले जात प्रमाणपत्रासाठी केलेल्या अर्जाची पावती संबंधित प्राधिकरणाकडे जमा करावी लागेल.
- > If you select 'Not Available' for Caste / Tribe certificate or Non-Creamy Layer Certificate you will be converted to General Category.
- > You are required to upload the Caste Certificate clearly mentioning the category of the candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra
- > You are required to submit Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the district in addition to the caste certificate valid upto 31-03-2026
- > If the candidate does not have the Non-Creamy Layer Certificate Valid Upto 31-03-2026, Then the candidate shall Fill the Application form in General Category.

Physically Challenged Details / दिव्यांग व्यक्ती तपशील

Do you belong to Physically Challenged / दिव्यांग व्यक्ती तपशील*

 Yes/हो No/नाही

Defence Details / सरंक्षण कर्मचारी तपशील

Is Parent a Defence Personnel ? / पालक सरंक्षण दलातील कर्मचारी आहे?

 Yes/हो No/नाही

Important Instructions :

- > The Candidate must be an Indian National.
- > You are required to scan and upload any one of the following document as a proof of Nationality at the time of verification at Facilitation centre.

Certificate of the Indian Nationality of the candidate

- > Certificate of the **Indian Nationality** of the candidate (usually issued by the Tehsildar/Executive Magistrate/Dy. Collector of the concerned District/Taluka.)
- > The **School Leaving Certificate** indicating the Nationality of the Candidate as 'Indian' Or The place of birth In India.
- > **Birth Certificate** of the Candidate indicating the place of birth in India.

Save and Proceed

Back

Similarly, if the candidate's parents belong to the ex-servicemen category, they must select the ex-servicemen category and provide the relevant information. After this, Validate form and click on the "Save and proceed" button below.

Step No. 5 - QUALIFICATION DETAILS: -

In the **Academic Details** section of the application system, candidates are required to enter their SSC, Diploma, and HSC examination details as applicable. For **SSC details**, enter subject-wise obtained marks, total marks, and percentage for SSC Aggregate, Mathematics, and Science. For **Graduation details**, candidates must fill in the board name, seat number, passing year, and marks information. All mandatory fields are marked with an asterisk (*) and must be filled accurately to proceed with the application.

QUALIFICATION DETAILS

SSC Details

Important Instruction:-

- > Fill your Qualification Details carefully.
- > Candidates passed 10th/SSC & 12th/HSC or Equivalent examination will have to scan and upload their marksheet at the time of verification at Scrutiny Center.
- > In case of Grades you are required to provide the certificate stating the marks equivalent to grade awarded by the respective Institutes/University/College at the time of verification at Scrutiny Center. In case of range of Marks given for the grade, the minimum marks will be considered.

SSC Board*	Maharashtra State Board of Secondary and Higher Secondary Education, Pune ▾
SSC Passing Year*	2016 ▾
SSC Seat Number*	500

Subject	Obtained Marks	Total Marks	Percentage
SSC Aggregate :	500	600	83.33 %
SSC Mathematics	75	100	75.00 %
SSC Science	85	100	85.00 %
SSC English	85	100	85.00 %

Diploma Details

Have You Passed Diploma*

Yes No

HSC Details

Important Instruction:-

- > Fill your Qualification Details carefully.
- > Candidates passed Std.XII examination (other than Maharashtra State Board) will have to scan and upload their marksheet.
- > In case of Grades you are required to provide the certificate stating the marks equivalent to grade awarded by the respective Institutes/University/College. In case of range of Marks given for the grade, the minimum marks will be considered.
- > Candidate passing HSC exam in the year 2025 system will auto-populate their HSC aggregate marks, Other candidates needs to fill their marks manually
- > Click here to view General Guidelines & Instruction for entering the Aggregate Percentage of HSC in CAP Application form for State Board Candidate.
- > Read all the details carefully and claim by clicking on the following field and then click on 'Save and Proceed'.

Have You Passed HSC/10+2*

Yes No

Name of HSC Board*

Council for Indian School Certificate Examinations, New Delhi

HSC Passing Year*

2018

HSC Roll No. / Seat No*

506

Have You Passed HSC in First Attempt*

Yes No

Subject	Obtained Marks	Total Marks	Percentage
12th / H.S.C. Aggregate :	600	700	85.71

Save and Proceed

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Step No. 6 - Personal Details :-

The candidate shall fill the personal information in the following form. He shall fill all details regarding full name, mother's name, date of birth, gender, etc.

If the candidate belongs to the orphan category, details regarding that must be provided.

It is also necessary to provide information about the candidate's family annual income, religion, nationality, etc.

Additionally, if the candidate wishes to apply under the minority category or under the TFWS reservation, they must provide the necessary details.

The candidate must also provide their postal address as well as contact phone number and email ID. After this, Validate form and click on the "Save and Proceed" button below.

PERSONAL DETAILS

Candidate Name Matching Score = 1

(NOTE- "0" Means "NOT MATCH", "1" Means FULL MATCH, Other Score means "PARTIALLY MATCH")

Candidate Details

Candidate Full Name Fetched From Data :

PARDHI TANUSHRI MANOHAR

Notes:

> The fields marked with (*) are mandatory.

> Candidate and Facilitation centre shall check and verify the "Candidate Full Name Entered For CAP Process" and the "Candidate Full Name Fetched From Data" with candidate uploaded documents.

Personal Information

Full Name / संपूर्ण नाव *

Candidate Full Name
PARDHI TANUSHRI MANOHAR

Mother Name/ उमेदवाराच्या आईचे नाव *

Candidate Mother Name
ASHA

Enter Mother Name as on HSC marksheet.

Date of Birth / जन्मतारीख *

20-01-2001

Confirm Date of Birth / जन्मतारीख *

20-01-2001

Gender / लिंग *

Male Female Transgender

Confirm Gender / लिंग *

Male Female Transgender

Are you an Orphan / तुम्ही अनाथ आहात का? *

Yes No

Annual Family Income (in Rs.) / आपले वार्षिक कौटुंबिक उत्पन्न *

1,50,001 - 2,00,000

Do you want to Apply for TFWS (Tuition Fee Waiver Scheme) Seats ? / तुम्हाला टीएफडब्ल्यूएस (शिक्षण शुल्क माफी योजना) जागांसाठी अर्ज करायचा आहे का ? *

Yes No

Religion / धर्म *

Hindu

Mother Tongue / मातृभाषा *

Hindi

Do You Belongs to Minority Candidature Type / आपण अल्पसंख्याक प्रकाराशी संबंधित आहात का ? *

Yes No

Communication Details

Are you from Urban or Rural Area / आपण शहरी किंवा ग्रामीण क्षेत्राचे आहात ? *

Rural Urban

Address / पत्ता *

pimple nilakhpimple nilakhnull

State / राज्य *

Maharashtra

District / जिला *

Pune

Taluka / तालुका *

Haveli

Village / गाव *

Pimpale Saudagar

PIN / पिन कोड *

PIN
411012

Contact Details

Mobile No / मोबाइल नंबर *

8380976731

Email ID / ई-मेल आय डी *

pranjarparge@4pillarsinfotechindia.com

Telephone No 1 / टेलीफोन नंबर 1

STD1

Telephone No

Telephone No 2 / टेलीफोन नंबर 2

STD2

Telephone No

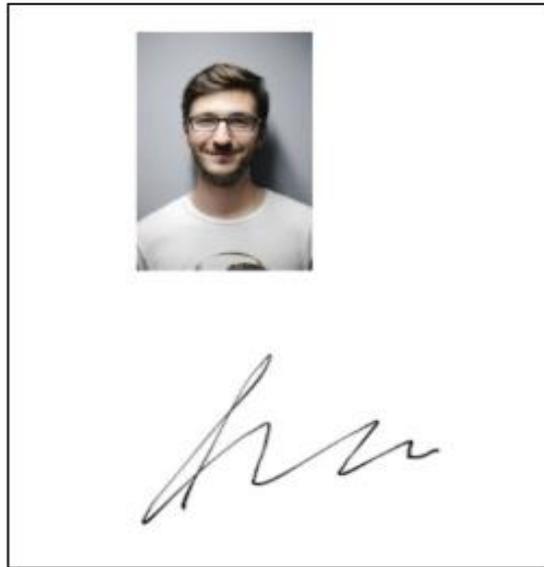
Save and Proceed

Back

2.4 Step No. 7 - Uploading Candidate's Photograph:

The candidate is required to upload their latest photograph. After clicking on the "Choose File" button, the candidate can successfully upload their photo. After this, Validate form and click on the "Save and Proceed" button below.

Photo for mat & size of the photo details: can upload JPG, GIF, or PNG file



Choose File No file chosen

Save and Proceed

Back

Step No. 8 - Upload Scanned Documents. -

- Candidate will have to upload all the relevant documents as per his/her application details. The same documents need to be produced at FC for confirmation if scrutiny type is Physical scrutiny.
- The below mentioned utility shall be used to upload the documents using latest Version of Google Chrome or Mozilla Firefox browser.
- Please click on Please click on Submit button after uploading your all Scanned Documents.
- You can preview Printable Application Form.

Notes:-

- > IF CANDIDATE IS UNABLE TO VIEW ANY OF THE UPLOADED DOCUMENTS, PLEASE UPLOAD THE DOCUMENT AGAIN.
- > Upload Scanned Documents.
- > Candidate will have to upload all the relevant documents as per his/her application details. The same documents need to be produced at FC for confirmation.
- > The below mentioned utility shall be used to upload the documents using latest Version of Google Chrome or Mozilla Firefox.
- > Upload the documents in .jpg or .png or .pdf format (minimum 150 dpi resolution, file size upto 1 MB)
- > ✓ - Indicates documents uploaded by candidate.
- > ✗ - Indicates documents not uploaded By candidate.
- > * - Indicates documents are compulsory to upload.
- > Please click on Submit button sfter uploading single document.
- > Please click on Save and Proceed button after uploading all documents

SL NO	List of Documents Required to be uploaded	Select File	Upload	Status	View	Delete
1.	Statement of marks obtained at 10th/SSC or its Equivalent Examination*			✓	View	
2.	Statement of marks obtained at 12th/HSC or its Equivalent Examination.*			✓	View	
3.	School Leaving Certificate after passing Qualifying Examination.			✓	View	
4.	Certificate of the Indian Nationality of the candidate*			✓	View	
5.	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra*			✓	View	
6.	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra If the candidate unable to produce Caste Certificate during document verification stage shall be treated as General category candidate and have to pay difference of fee of Rs.200/-.			✓	View	
7.	Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee			✓	View	
8.	Non-Creamy Layer Certificate valid upto 31st March 2026			✓	View	
9.	Score Card of MAH-BBA-CET-2025*			✓	View	

I have read all the rules of admission and on understanding these Rules, I have filled this Application Form for consideration of First Year of Under Graduate Courses in Management (BBA/BMS/BBM ETC.) Admissions 2025 - 2026

[Save and Proceed](#)
[Back](#)

Step No. 9 - Payment of Online Application Fees

Candidates are required to pay the application fees according to the selected social and parallel reservation for admission.

The total fee for the application shall be displayed to the candidates.

To proceed with the online payment, the candidate need to click on the "Pay Now" button. After that, candidates need to click on the "Proceed" button on the payment gateway page to fill the online fee. Candidates can choose one of the mediums such as card, net banking, wallet, UPI, or QR code to pay the fee.

PAYMENT DETAILS

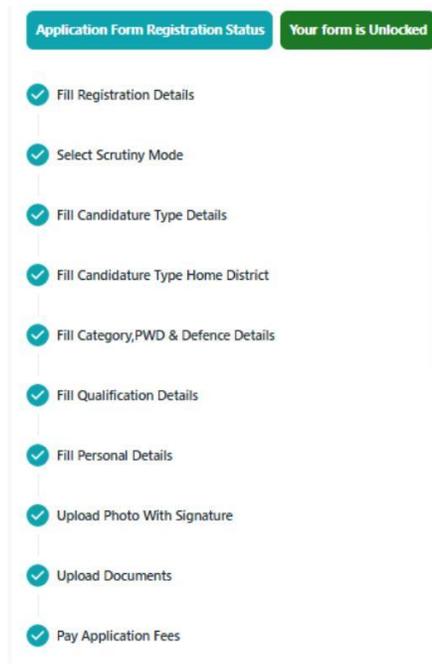
Note :

> After successful payment please check your email to get transaction details. Print of the mail has to be submitted as 'Receipt of Online Payment'

Application Id :	BA25100007
Fee Amount :	₹ 0/-
Payment Information :	First Year of Under Graduate Courses in Management (BBA/BMS/BBM ETC.) Admissions 2025 - 2026 Registration Fee

Pay Now

2.5 Step No. 11 - Complete Status Login Dashboard



The screenshot displays a dashboard titled "Application Form Registration Status" with a green button indicating "Your form is Unlocked". Below the title is a vertical list of ten steps, each marked with a green checkmark, indicating that all steps have been completed:

- ✓ Fill Registration Details
- ✓ Select Scrutiny Mode
- ✓ Fill Candidature Type Details
- ✓ Fill Candidature Type Home District
- ✓ Fill Category, PWD & Defence Details
- ✓ Fill Qualification Details
- ✓ Fill Personal Details
- ✓ Upload Photo With Signature
- ✓ Upload Documents
- ✓ Pay Application Fees

3.0 Step No. 12 - Printable Application Form

After completion of all the steps, the candidate's application shall be submitted successfully. Candidate can print the application form for his reference.

When this application is confirmed by E FC or Physical FC then the acknowledgement of the application form will be generated and will be available in the candidate login.

Only those applications whose acknowledgment is generated, only such applications shall be processed further for admission.



State Common Entrance Test Cell, Maharashtra State, Mumbai
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001.(M.S.)
Printable Application Form for Admission to CAP seats First Year of Under Graduate Courses in Management
(BBA/BMS/BBM ETC.) Admissions 2025 - 2026



Application ID : BA25100007	Version : 16
Mode Of Scrutiny : E-Scrutiny	
Alloted Facilitation centre Details	
You have selected E-Scrutiny mode and allotted to E-FC.	

Personal Details

NOTE - Candidate and Facilitation centre shall check and verify the "Candidate Full Name Entered For CAP Process" and the "Candidate Full Name Fetched From MAH - BCA/BBA/BMS/BBM CET-2025 data" with candidate uploaded documents.
Candidate Name Matching Score = 1
(NOTE- "1" Means FULL MATCH , Other Score means "PARTIALLY MATCH")

Candidate Full Name Fetched From MAH - BCA/BBA/BMS/BBM CET-2025 data	PARDHI TANUSHRI MANOHAR		
Candidate Full Name Entered For CAP Process 2025	PARDHI TANUSHRI MANOHAR		
Gender	Female	Date of Birth (DD/MM/YYYY)	20-01-2001
Nationality	Indian	Orphan	No
Candidate Category	OBC	Type of Candidature	Maharashtra State Candidate - Type A
Mother Tongue	Hindi	Annual Family Income(₹)	1,50,001 - 2,00,000
PWD Type	N.A.	EWS	N.A
Religion	Hindu	Home University	Savitribai Phule Pune University
Religious Minority	N.A	Linguistic Minority	N.A
TFWS	No		
District from which Candidate has Passed HSC / Diploma			Ahilyanagar

PAYMENT DETAILS

Fees Paid at MAH - BCA/BBA/BMS/BBM CET-2025 (Rs.) -	₹800/-
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CET EXAM DETAILS

Sr.No	Examination Name	Roll No	Total Percentile
1	MAH - BCA/BBA/BMS/BBM CET-2025	2407001001	30.5587229 %

QUALIFICATION DETAILS

Qualification	Marks Obtained	Marks Out Of	Percentage
10th/S.S.C. Aggregate	500	600	83.33 %
SSC Mathematics	75	100	75.00 %
SSC Science	85	100	85.00 %
SSC English	85	100	85.00 %

Have You Passed HSC	Yes
Have You Passed Diploma	No

12th / HSC Qualification Details

Have you Passed HSC in First Attempt	Yes	HSC Seat Number	506
HSC Board	Council for Indian School Certificate Examinations, New Delhi	HSC Passing Year	2018
Qualification	Marks Obtained	Marks Out Of	Percentage
12th / HSC Aggregate Marks	600	700	85.71 %

Status of Caste / Tribe Validity Certificate	Available
Status of Non-Creamy Layer Certificate	Available

Documents List

Sr.No.	List of Documents Required to be submitted at the time of verification at Facilitation centre as per mentioned in Information Brochure
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination
2	Statement of marks obtained at 12th/HSC or its Equivalent Examination.
3	School Leaving Certificate after passing Qualifying Examination.
4	Certificate of the Indian Nationality of the candidate
5	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra
6	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra
7	Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee
8	Non-Creamy Layer Certificate valid upto 31st March 2026
9	Score Card of MAH-BBA-CET-2025

Declaration: I have read all the rules of admission & information brochure for UG Courses 2025 and on understanding these Rules, I have filled this Application Form for consideration of submission of Application Form at Facilitation centre for the admission to First Year of Under Graduate Courses in Management (BBA/BMS/BBM ETC.) Admissions 2025 - 2026. The information given by me in this application is true to the best of my knowledge & belief. If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law.

Date : 06-08-2025 16:49 PM	
Place :	Signature of the Candidate (PARDHI TANUSHRI MANOHAR)

Last modified by :	BA25100007	Last Modified IP Address :	169.38.108.137	Printed On :	06-08-2025 16:49 PM	
Created IP Address :	169.38.108.137	Last modified on :	06-08-2025 07:19 AM	Printed By :	BA25100007	

3.1 FEEDBACK ON ADMISSION PORTAL

FEEDBACK ON ADMISSION PORTAL/प्रवेश पोर्टलवर अभिप्राय

Notes:-

- » Once the feedback is saved and all points are rated, the user will not be able to make the changes.
- » Rating : 1 to 10 (1 - Poor, 10 - Excellent)

Easy to use (Graphical User Interface)/वापरण्यास सुलभ/ सोपा (ग्राफिकल यूजर इंटरफेस)

★★★★★★★★★★

User friendliness/वापरकर्ताभिमुख

★★★★★★★★★★

Proper rendering of content on device such as Mobile/ Laptop/Desktop PC/मोबाइल/लॅपटॉप/डेस्कटॉप पीसी सारख्या डिव्हाइसवर योग्य प्रस्तुतीकरण

★★★★★★★★★★

Technical glitches / errors / तांत्रिक अडचणी / त्रुटी

★★★★★★★★★★

Availability/उपलब्धता

★★★★★★★★★★

Quick(Response)/जलद (प्रतिसाद)

★★★★★★★★★★

Help desk/मदत कक्ष

★★★★★★★★★★

Usefulness of the Content (information) / सामग्रीची उपयुक्तता (माहिती)

★★★★★★★★★★

Information displayed in your login regarding the status of Application Form./अर्जाच्या स्थितीशी संबंधित तुमच्या लॉगिनमध्ये प्रदर्शित केलेली माहिती.

★★★★★★★★★★

Language/भाषा

★★★★★★★★★★

Frequently Asked Questions / सतत विचारले जाणारे प्रश्न

★★★★★★★★★★

Resolution of grievances /तक्रारींचे निराकरण

★★★★★★★★★★

Delivery of services as per schedule /वेळापत्रकानुसार सेवांचे वितरण

★★★★★★★★★★

Overall Happiness /आनंदमय अनुभव

★★★★★★★★★★

Provide your remark/suggestion for future improvement [Text box - 2000 characters]/भविष्यातील सुधारणांसाठी तुमची टिपणी/सूचना द्या [मजकूर बॉक्स - 2000 वर्ण]

Activate Windows
Go to Settings to activate Windows.

Submit

Activate Windows

Go to Settings to activate Windows.