User Manual for
First Year Undergraduate Technical Course
in Bachelor of Design (Design) Admissions A.Y. 2022-23

To fill application form for First Year Undergraduate Technical Course in Bachelor of Design (Design) Admissions A.Y. 2022-23 is available on following link
https://bdesign2022.mahacet.org/StaticPages/HomePage?did=475

New Registration
Click on New Registration button to fill Application form

Entrance Exam Details
Here candidate need to fill the information of eligibility entrance exam details. Select “Yes” if you have appeared for respective eligibility exam, otherwise select ‘No’.

After filling information Click on the check below instruction and “Save and Proceed” button.
Registration Details

Personal Details: Enter your Full Name as per HSC Marksheet). Enter Father's Name, Enter Mother's Name, Choose Gender, Confirm Gender, DOB (DD/MM/YYYY), Religion, Region, Choose Annual Family Income, Mother Tongue, Nationality

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate's Full Name: [Enter Full Name]</td>
</tr>
<tr>
<td>Father's Name: [Enter Father's Name]</td>
</tr>
<tr>
<td>Mother's Name: [Enter Mother's Name]</td>
</tr>
<tr>
<td>Gender: [Select Gender]</td>
</tr>
<tr>
<td>DOB (DD/MM/YYYY): [Enter Date of Birth]</td>
</tr>
<tr>
<td>Religion: [Select Religion]</td>
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<tr>
<td>Region: [Select Region]</td>
</tr>
<tr>
<td>Annual Family Income: [Select Income]</td>
</tr>
<tr>
<td>Mother Tongue: [Select Mother Tongue]</td>
</tr>
<tr>
<td>Nationality: [Select Nationality]</td>
</tr>
</tbody>
</table>

Communication Details : Enter your communication address, Mobile Number and Email Address.

Choose Password

Enter your password as per the instruction and confirm same. Then enter Captcha as shown in below image. If Captcha is not visible or difficult then please click on reset button to change the Captcha Image.

After filling all above information Click on “Save and Proceed” button.
**Mobile Number Verification**

OTP will be sent on Mobile number which is entered by you in previous step, Check the SMS box the and enter the OTP and click on ‘Verify OTP’ to confirm entered mobile number.

![Verify One Time Password](image)

**Application ID**

After mobile number verification, Unique Application ID will be displayed on screen.

![Application ID](image)

Note the Application ID for future reference and Click on “Proceed to Complete Application Form” button to Login application ID.

**Registered Candidate sign In**

Enter Application ID and Choose Password and click on sign In button.

![Registered Candidates Sign In](image)

If in case candidate unable to login his/her application then click on “I can’t Access my Account” to reset the Password or to know the Application ID.
Candidate application form Dashboard

There is total 10 Steps which are required to be completed, to complete application form candidate needs to click on Incomplete button of Step 2. Application status and Important Instruction will be displayed under “Application form Verification Status” as shown below.

After filling all information Step by Step candidate needs/required to visit nearby Facilitation center to verify the application form.

Complete after verification of application form Step 10.

Only verified Application Forms will be considered for Current year Admission process (CAP) as rule.

Claim Your Type of Candidature

Read the instruction given below and Claim Your Type of Candidature. For more detailed information Read Information Brochure Available on home of registration.
Home University & Category Details

Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed.

Select Document for Type-A, Select District from which Candidate has Passed SSC, Select District from which Candidate has Passed HSC / Diploma in Engineering & Technology, Select Taluka from which Candidate has Passed HSC / Diploma in Engineering & Technology based on above information “Your Home University” will be displayed.

Category Details

Select Category to Which You Belong, based on Category applicable documents and benefits will be displayed.

Select EWS status “Yes” if you want to apply under EWS otherwise select “No”.

Enter your caste name and click on “Save and Proceed” button.

Note

The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during physical document verification and confirmation period should scan and submit Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate in online mode and submit original certificate at Allotted institute on or before last date of CAP ROUND III to 05.00 p.m. otherwise such admission get automatically cancelled and candidate shall be considered as Open category candidate for next institutional vacancy round provided candidate full fill eligibility criteria for open category.

Special Reservation Details

PWD, Defense and TFWS Details

If you have Minimum 40% disability Certificate, Select Your Disability type from given dropdown otherwise select “Not Applicable”. If candidates’ parent is in defense or retired from defense, then Select Defense type otherwise select “Not Applicable”. If you want to apply under TFWS (Tuition Fee Waiver Scheme). Select “Yes” otherwise select “No” - Valid Income certificate required If candidate is Orphan, then Select “Yes” otherwise select “No” (Proforma U) required.

Select your Minority Type if candidate belongs to Minority Candidature Type otherwise select “Not Applicable”

Read Information Brochure for more detailed information.
Qualification Details

SSC/Equivalent Details

Select SSC Board, SSC Passing Year, SSC Seat Number and enter Marks obtained and Marks out of.

HSC / Equivalent Details

Read all Instruction carefully before filling HSC details.

Eligibility: The candidate should have passed 10+2 examination and obtained at least 45% marks in aggregate (aggregate 40% marks in case of Reserved categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.
Intermediate Drawing Exam

If you have appeared for Intermediate Drawing Exam, then select ‘Yes’ otherwise select ‘No’.

Select your Passing Grade

Click on “Save & Proceed” button.

Upload Photograph & Signature

Read the instruction given below and select Upload type >> select File>>click on Crop>>select area>>>click on Crop>>upload by following mentioned step candidate needs to upload the PHOTO and Signature.

After uploading both (Photo and Signature) click on “Save & Proceed” button.

Upload Required Documents

As per the selection made by candidate in previous steps from 1 to 7, candidate asked to upload the respective documents.

To upload the documents, follow the step

Click on Upload Icon>>Open>>Select file>>Upload. Candidate can delete the uploaded document to delete uploaded document click here
After uploading all the documents click on “Save & Proceed” button.

Read all the instruction given on screen.

**Application Fee Cart**

As per rules mentioned in the information brochure application fee will be displayed, select the check box and click on “Proceed to Payment” and pay the application fee using available Payment method.

**Print Application Form**

After successful payment candidate can print the application form.

**Edit Application form**

After submission of application form if candidate want to edit the application candidate needs to visit the facilitation center.

To edit/delete/change the uploaded documents click on link given on print application form.

For any change or modification in submitted application form candidate needs to visit Nearby facilitation center.
Verification of Application form

It is mandate to candidate for verification of application form he/she needs to Visit any nearest Facilitation center with all original document for Verification of your application form.

Only verified application forms will be considered for CAP admission process.