

## FLOW CHART FOR DIPLOMA ADMISSION PROCESS 2019-2020

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

Register online on [http://www.dtemaharashtra.gov.in/Poly\\_2019](http://www.dtemaharashtra.gov.in/Poly_2019)

1. Get Your Application ID & Password
2. Go to website [http://www.dtemaharashtra.gov.in/Poly\\_2019](http://www.dtemaharashtra.gov.in/Poly_2019)
3. Login using the Application ID and Password
4. Fill Online Application Form, Scan and Upload the Documents, submit the form, take print of application form and attach photocopies of documents mention on it.
5. Make Payment of Rs.300 for Backward category and Rs.400 for General Category.
6. Document Verification at Facilitation Centre by the Candidate in person.
7. 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

**A**

A

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

NO

In Round-I  
Is seat  
allotted

YES

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

1. Login with your account Print acceptance letter and Pay Amount: ₹1000.
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.

Non Freeze

Candidate  
Can Opt

Freeze

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

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.

1. After final CAP Round I, 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.

END

B

**B**

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

NO

**In Round-II  
Is seat  
allotted**

YES

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

1. Login with your account Print acceptance letter and Pay Amount: ₹1000.
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.

Non Freeze

**Candidate  
Can Opt**

Freeze

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

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 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.

**END**

**C**

C

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

NO

In Round-III  
Is seat  
allotted

YES

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

1. Login with your account Print acceptance letter and Pay Amount: ₹1000.
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.

Non Freeze

Candidate  
Can Opt

Freeze

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

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

END