SOMAIYA VIDYAVIHAR
K J Somaiya Institute of Technology
An Autonomous Institute Affiliated to University of Mumbai

PROCEDURE FOR DIRECT SECOND YEAR ENGINEERING ADMISSIONS THROUGH CAP ROUNDS (2024 – 2025)

1. Candidate must login to the State CET website (MahaCET portal) and take a print of following three documents:
   a. Provisional CAP Allotment Letter
   b. Receipt cum acknowledgement for admission to DSE (issued by E – Scrutiny centre)
   c. FC seat confirmation receipt

2. Candidates who have been allotted a seat must fill and submit the online pre-admission form available on institute website admissions.somaiya.edu.

Step to Fill the Online CAP GENERAL Pre-admission Application Form

1. Visit to https://admissions.somaiya.edu

2. If you have already registered at somaiya.edu for admission earlier, then go to Step 7

3. Register yourself with your email ID and mobile number

4. After registration, verification link will be sent to your email ID

5. Open the mail and Click on "Verify Now". You will be directed to the pre-admission form

6. Close the Important Notice dialog box

7. Click on Login

8. Enter your login credentials (email ID and password that you have entered at the time of registration)

9. Click on login and continue

10. If you have already applied to some other college in Somaiya Vidyavihar and now wish to apply to K J Somaiya Institute of Engineering and Information Technology then click on Apply for another Programme (Top Right in Blue) .

11. "Select Programme" will appear.

   a. Select level of study as **Under Graduate**

   b. Select Discipline as **Engineering and Technology**

   c. Select Institute as **K J Somaiya Institute of Technology (Somaiya Ayurvihar – Sion Mumbai).**

   d. Select programme as **Direct SY B.Tech COMPUTER / IT / EXTC / AIDS**

12. Select Category (Type of Seat) you are applying for –

    a. Select **CAP Non-Minority / CAP Minority** (As Applicable)

    b. Now you will be directed to the Instructions page

    c. Read the instructions carefully and **click on** the check box saying "Yes I read and understood the instructions"

    d. Click on Save and Continue

13. You will be directed now to fill the Personal Details

    a. Fill all required details

    b. Upload your passport size photo and signature specimen.

    c. Click on Save and Continue

14. Next step is to fill Guardian Details

    a. Fill details of Father, Mother and Guardian (if required)

    b. Enter Mobile number of Father and mother.

    c. Click on Save and Continue

15. In the next step, update the Address information

    a. Enter address details

    b. Click on Save and Continue

16. Now you need to enter marks in the qualifying examination.

    a. Select your Eligibility Qualification **ie. Diploma**.

    b. Select the Category that you belong to.

    c. Enter your **DSE registration no**. (only Number)

    d. Enter SSC / 10th Examination Details. Enter CGPA Grade if applicable. Fill all SSC marks details.

    e. **Enter details of Diploma Aggregate marks** i.e. (Average of Sem V and Sem VI) as mentioned in your final year aggregate marksheet .

    f. Enter details of HSC / XII examination (if Applicable). Fill marks of Physics, Chemistry and Mathematics.

    g. Click on Save and continue

17. In the next step answer if you would like to opt for Hostel Accommodation. Click on Save and Continue.

18. Now upload all required documents.

    a. All compulsory documents (with hysteric mark) are mandatory.

    b. From remaining documents upload the documents as per your category / type of candidature.

19. After uploading all the documents, Click on Save & continue.

3. Candidate should make arrangement of original documents with 4 sets of

self-attested Xerox copies of the required documents **(Maintain the Order of documents):**
(Check for the "List of documents" from page no 4 to 6).

4. Candidate should make arrangement for the fees as per their category allotted through CAP. Payment will be accepted through following modes:

   a. ONLINE mode (Net banking/ Debit card/ Credit card). The limit of the credit/debit card should be sufficient enough to make full payment of fees at the time of securing admissions.

   b. Fees can also be paid through Demand Draft/ Pay Order. For DD/Pay order, draw in the favor of:
   "K. J. SOMAIYA INSTITUTE OF TECHNOLOGY."

CATEGORY	OPEN (CAP/Vacancy)	OBC /EBC/EWS	SC / ST VJ /NT /DT /SBC / SBC – A	OBC/EBC/ EWS (Girls)
Tuition Fee (Rs)	1,52,174/-	76,087/-	NIL	NIL
Development Fee (Rs)	22,826/-	22,826/-	22,826/-	22,826/-
Other Fee (Rs)	5,725/-	5,725/-	5,725/-	2,925/-
TOTAL Fee (Rs)	**1,80,725/-**	**1,04,638/-**	**28,551/-**	**25,751/-**

5. Candidates should visit the institute along with their parent/Guardian for confirming the admission along with the above mentioned documents and arrangement of fees on or before the last date of reporting as per the schedule given by Maharashtra State CET Cell.

LIST OF DOCUMENTS TO BE SUBMITTED

(Originals + 4 sets of <u>self-attested</u> Xerox copies. <u>Maintain the order</u>)

For OPEN / OPEN – EBC / EWS candidates :-

01. Provisional CAP Allotment LETTER.
  (Print out from candidates login, state CET website)

02. Receipt-cum-Acknowledgement for Admission to DSE.
  (Rs. 1000 / Rs 800 Registration fee receipt, paid during online document verification,
   state CET website, issued by E – Scrutiny centre)

03. FC Seat confirmation receipt
  (Rs. 1000/- seat acceptance fee Receipt, state CET website).

04. SSC (Std X) Mark sheet.

05. HSC (Std XII) Mark sheet (if diploma passed after HSC).

06. Diploma all Semester Mark sheets
  (Arrange in order from Sem VI to Sem I).

07. Diploma Provisional certificate.

08. Leaving Certificate after passing diploma.

09. Equivalence Certificate. (If diploma passed from autonomous institution)

10. Domicile Certificate.
   (If birth place is outside Maharashtra)

11. Birth Certificate. (If Place of birth is not mentioned in your Leaving Certificate)

12. Gap affidavit on Rs 100 stamp paper.
   (If year of passing Diploma is before May 2024)

13. Income Certificate. (Only for EBC candidates)

14. EWS Certificate. (Only for EWS candidates)

15. Xerox of Aadhar Card. (5 copies, 1 with original set remaining 4 with Xerox sets)

LIST OF DOCUMENTS TO BE SUBMITTED

(Originals + 4 sets of <u>self-attested</u> Xerox copies. <u>Maintain the order</u>)

For Minority candidates (Minority – Open/EBC /EWS candidates):-

01. Provisional CAP Allotment LETTER.
(Print out from candidates login, state CET website)

02. Receipt-cum-Acknowledgement for Admission to DSE.
(Rs. 1000 / Rs 800 Registration fee receipt, paid during online document verification, state CET website, issued by E – Scrutiny centre)

03. FC Seat confirmation receipt
(Rs. 1000/- seat acceptance fee Receipt, state CET website)**.**

04. SSC (Std X) Mark sheet.

05. HSC (Std XII) Mark sheet (if diploma passed after HSC)**.**

06. Diploma all Semester Mark sheets
(Arrange in order from Sem VI to Sem I)**.**

07. Diploma Provisional certificate.

08. Leaving Certificate after passing diploma.

09. Equivalence Certificate (If diploma passed from autonomous institution).

10. Performa 'O' for minority candidate / Minority Certificate as per DTE format.

11. **Domicile Certificate.**
(Compulsory for Gujarati linguistic Minority candidates)

12. Community Certificate.

13. Birth Certificate (If Place of birth is not mentioned in your Leaving Certificate)

14. Gap affidavit on Rs 100 stamp paper.
(If year of passing Diploma is before May 2024)

15. Income Certificate. (Only for EBC candidates)

16. EWS Certificate. (Only for EWS candidates)

17. **Xerox of Aadhar Card.** (5 copies, 1 with original set remaining 4 with Xerox sets)

LIST OF DOCUMENTS TO BE SUBMITTED

(Originals + 4 sets of <u>self-attested</u> Xerox copies. <u>Maintain the order</u>)

For All Reserved Category candidates:-

01. Provisional CAP Allotment LETTER.
   (Print out from candidates login, state CET website)

02. Receipt-cum-Acknowledgement for Admission to DSE.
   (Rs. 1000 / Rs 800 Registration fee receipt, paid during online document verification, state CET website, issued by E – Scrutiny centre)

03. FC Seat confirmation receipt
   (Rs. 1000/- seat acceptance fee Receipt, state CET website)**.**

04. SSC (Std X) Mark sheet.

05. HSC (Std XII) Mark sheet (if diploma passed after HSC)**.**

06. Diploma all Semester Mark sheets
   (Arrange in order from Sem VI to Sem I)**.**

07. Diploma Provisional certificate.

08. Leaving Certificate after passing diploma.

09. Equivalence Certificate (If diploma passed from autonomous institution)

10. Domicile Certificate
   (If birth place is outside Maharashtra)

11. Birth Certificate (If Place of birth is not mentioned in your Leaving Certificate)

12. Gap affidavit on Rs 100 stamp paper.
   (If year of passing Diploma is before 2024)

13. Caste certificate (For all reserved category candidates)

14. Caste validity certificate (For all reserved category candidates **except ST**).

15. Tribe Validity certificate (For ST Candidates only).

16. Non-creamy layer certificate valid up to 31st March, 2025 (except SC / ST).

17. Income Certificate issued by competent authority (except SC / ST) **2023-24.**

18. **Xerox of Aadhar Card** (5 copies, 1 with original set remaining 4 with Xerox sets)

(Dr. Vivek Sunnapwar)
Principal