1. **Objective:** The objective of this procedure is to outline method to conduct the CAP admission Procedure properly as per DTE rules and norms for UG admission in engineering.

2. **Scope:** This procedure is applicable to all the admissions for FE admissions in various disciplines at UG.

3. **Responsibility**: Management Representative (MR), Dean Admin and registrar.

4. **Procedure:**

   a. 80%of every intake in every discipline is open for CAP round admissions as per DTE rules.

   b. Time table of admission process, applications for it, display of Merit list, arrangement of CAP rounds, and allotment of student is done by DTE as per their procedures.

   c. Allotment students for specific discipline take admission in the institute or college in prescribed time limit by filling college admission form, by paying fees (as per the decision of Shikshan Shulk Samiti) ,by submitting all original certificates of qualifying examinations , by submitting caste certificates and caste validity certificates (if applicable).

   d. The student are issued with I-cards, library cards and E-registration .University enrollment is done for CAP admission students.

5. **Pertinent Records**:

   a. Admission File
   b. College brochure
   c. DTE brochure