



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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**Urgent / Web
Office Order**

No. 2A/ADG/ADM/2017-18/MCA-FC/479

Date: 7 6 MAY 2017

Subject: Submission of Online application form , Verification of Documents, Confirmation of Application form for CAP for admission to the First Year of Post Graduate Degree Courses in MCA for the academic year 2017-2018.

Facilitation Centers are hereby identified for the activities to be carried out such as Submission of Online Application Form, Verification of Documents, Scanning and uploading of documents Confirmation of Application form , Filling of Option Form , Issue of receipt /acknowledgement etc. for CAP.(List of FC is attached herewith)

The Director/Principal of the institute working as FC should appoint one coordinator (from senior faculty members) and required supporting staff having computer knowledge for this activity.

The role of FC's is as follows.

Activity-I: Submission of Online application form

- ❖ Submission of Online application form
- ❖ It is not mandatory to the candidate to use facility of FC for submission of application form activity.

Activity-II: Verification of Documents, Confirmation of Application form for CAP

- ❖ Document verification as per the list of documents on the Application form
- ❖ Scanning & uploading of documents.
- ❖ Printing and Issue of Receipt-cum-Acknowledgement
- ❖ It is mandatory to the candidate to report to FC for this activity.
- ❖ No charges should be collected from the candidate for this activity.

Activity-III: Submission of online option form for CAP Round I, II & III

- ❖ Submission of online option form
- ❖ Printing of submitted option form (One Copy)
- ❖ Facilitate candidates to fill online option form for free of cost.

It is not mandatory to the candidate to use facilitation of FC for this activity.

The Commissioner, State CET Cell, Mumbai will pay Rs.100/- (Rs. One Hundred Only) per confirmation of receipt of application form after successful completion of the admission process of the respective courses. The distribution of the amounts collected under above activities between staff involved in admission activity & institute is given in the following Table.

Sr. No	Designation of the personnel	Distribution
1.	Institute Development /IRG Fund & Miscellaneous Charges (Transportation of Kits, Stationary etc.)	50%
2.	Principal/Director/Chief Coordinator	5%
3.	FC Coordinator	5%
4.	Equal distribution amongst Data Verification Team/ Scrutiny Team/ Counselling Team (FC related activities) Guidance & Counselling Team	20%
5.	Equal distribution amongst Data Entry Operators (FC related activities) & Students facility team	12%
6.	Administrative Officer/ Registrar / Accountant	2%
7.	Office Staff involved in FC Activity (Clerk, Cashier etc.)	3%
8.	Class IV staff involved in FC activity	3%

If any FC found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring candidates, FC will be liable for severe action by the competent authority.

The activity-I, III are optional to the candidates. The activity-II is mandatory to the candidates.

FC shall contact to the respective Regional Offices for "how to activate their Institute as FC through the Institute Login" from the respective Regional Offices without fail.


The Minimum infrastructure required at FC is as follows,

1. 10 Nos. i5/i7 PC or of higher configuration each for Confirmation and facilitation respectively and additional 15 PCs to be made available for candidates use.
2. Windows 8 or higher Operating System with up to date security & service patches
3. Microsoft Office 2003 or higher version on all machine, Adobe Acrobat Reader 10.0 or above.
4. All the 25 machines (PC) and printer should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /Leased line or other devices.
5. Internet Explorer 8.0/ Mozilla Firefox 3.0, Google Chrome 2.0 or above.
6. 2 LaserJet Network Printers.
7. Minimum 4 Scanner(3 for A4 and 1 for A3) with 300 dpi resolution.
8. Adequate Electrical Power Backup facilities.(10 kva ,2 Hours backup)
9. Counseling Hall with PA system, LCD Projector & seating arrangement for minimum 60 candidates.
10. Waiting Room for Candidates/Parents.
11. Potable Water drinking facility.
12. Separate clean Washrooms for Gents/Ladies

All the Principals/Directors of the FCs are hereby informed to make the required infrastructure mentioned in order under reference ready and in working condition on or before the start of the receipt of the applications for MCA admission.

Desk 3 (IT Cell) of this office shall work as Chief Coordinator for FC activities.

For any further clarification, the coordinator of FC should contact to this office on **022-22612139/22644859**.


(Chandrashekhar Oak, I.A.S.)
Director, Technical Education,
Maharashtra State, Mumbai

Copy submitted to:

1. Hon'ble Commissioner, State Common Entrance Test Cell , Maharashtra State Mumbai.

Copy for information and necessary action :-

1. Joint Director, Technical Education Regional Offices, Mumbai/ Pune/ Nashik /Aurangabad/ Amravati/Nagpur for necessary action & informed to appoint the programmer of Regional Offices as Regional Coordinator for aforesaid activity & making arrangement of Video Conferencing for training purpose.
2. The Principal/Director of the Facilitation Center for information and necessary action
3. Director, MKCL Mumbai, for integrating the entire FC into online system and providing necessary support.
4. Desk Officer, Desk No.3 (IT Section), Head Office, Mumbai

List of Facilitation Centre recommended for MCA for Academic Year 2017-18

Sr. No.	FC Code	FC Name	RO Recommendations
1	1005	Sant Gadge Baba Amravati University, Amravati	Recommended
2	1102	Vidya Bharati Mahavidyalaya Department of Research and PG Studies in Science & Management, Amravati	Recommended
3	1105	Prof. Ram Meghe Institute of Technology & Research, Amravati	Recommended
4	1107	P. R. Pote (Patil) Education & Welfare Trust's Group of Institution(Integrated Campus), Amravati	Recommended
5	1110	Dr. Babasaheb Nandurkar College of Physical Education , Yavatmal	Recommended
6	1111	Shree Hanuman Vyayam Prasark Mandal's P.G. Department of Computer Science & Technology, Amravati	Recommended
7	1113	Sadhana Shikshan Mandal, Saraswati College, Shegaon	Recommended
8	1266	Harikisan Maloo Institute Of Management & Technology, Amravati	Recommended
9	4004	Government College of Engineering, Chandrapur	New Recommended
10	4115	Shri Ramdeobaba College of Engineering and Management, Nagpur	Recommended
11	4117	G.H. Raisonni Institute of Information Technology	Recommended
12	4124	Amar Seva Mandal's Kamla Nehru Mahavidyalaya, Nagpur	Recommended
13	4133	Sanmarg Shikshan Sanstha's Smt. Radhikatai Pandav College of Engineering, Nagpur	Recommended
14	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur	Recommended
15	4152	Shri Shivaji Education Society Amravati's Science College (MCA), Nagpur	Recommended

Sr. No.	FC Code	FC Name	RO Recommendations
16	4157	V. M. Vasant Commerce, J.M. Thakar Arts & J.J. Patel Science College, Nagpur	Recommended
17	4188	Krushji Jivan Vikas Pratishthan, Ballarpur Institute of Technology, Mouza Bamni	Recommended
18	2001	Dr. B. A. M. University Dept. Of Management Science, Aurangabad	Recommended
19	2005	Dr. Babasaheb Ambedkar Marathwada Vidyapeeth, (Aurangabad) Sub Section - Osmanabad	Recommended
20	2007	Swami Ramanand Teerth Marathwada Vidyapeeth, Nanded	Recommended
21	2008	Government College of Engineering, Aurangabad	Recommended
22	2020	Shri Guru Gobind Singhji Institute of	New Recommended
23	2123	Shri Mahatma Basweshwar Edu. Society Institute of Computer Education, Latur	Recommended
24	2126	Gramodyogik Shikshan Mandal's Marathwada Institute of Technology, Aurangabad	Recommended
25	2130	Terna Public Charitable Trust's College of Engineering, Osmanabad	Recommended
26	2519	Shri V. D. Deshmukh College of MCA, Kolpa Dist. Latur	Recommended
27	5112	Padmashree Dr. Vithalrao Vikhe Patil Foundation's Institute of Business Management & Rural Development, Ahmednagar	Recommended
28	5121	K. K. Wagh Institute of Engineering Education and Research, Nashik	Recommended
29	5131	C.H.M.E. Society's Dr. Moonje Institute for Management & Computer Studies, Nashik	Recommended
30	5153	West Khandesh Bhagini Seva Mandal's Dr. Suryakanta R. Ajmera M.C.A. College for Women, Dhule	Recommended
31	5150	R.C. Patel Educational Trust, Institute of Management Research & Development, Shirpur	Recommended

Sr. No.	FC Code	FC Name	RO Recommendations
32	5002	Department of Computer Science, North Maharashtra University, Jalgaon	Recommended
33	5181	Gokhale Education Society's, R.H. Sapat College of Engineering, Management Studies and Research, Nashik	Recommended
34	5101	Khandesh College Education Society's Institute of Management & Research, Jalgaon	Recommended
35	5111	B. P. Hivale Education Society's Institute of Management Studies Career Development Research, Ahmednagar	Recommended
36	5151	MET Bhujbal Knowledge City MET League's Engineering College, Adgaon, Nashik.	Recommended
37	5152	G. H. Rasoni Institute of Business Management, Jalgaon	Recommended
38	5385	Akole Taluka Education Society,s Technical Campus, Akole, Ahmednagar	Recommended
39	5386	Dr. B.V. Hiray College of Management & Research Centre, Malegaon.	Recommended
40	5400	Piren's Insitute of Computer Technology, Loni	Recommended
41	3012	Veermata Jijabai Technological Institute(VJTI), Matunga, Mumbai	Recommended
42	3032	S.N.D.T Women's University P.G.D. of Computer Science, Mumbai	Recommended
43	3103	K. J. Somaiya Institute of Management Studies & Research, Mumbai	Recommended
44	3109	S.I.E.S. College of Management Studies, Mumbai	Recommended
45	3125	Audyogik Shikshan Mandal's Institute of Management & Computer Studies, Thane	Recommended
46	3127	NCRD's Sterling Institute of Management Studies, Navi Mumbai	Recommended
47	3132	Dr. G D Pol Foundation YMT College of Management, Navi Mumbai	Recommended

Sr. No.	FC Code	FC Name	RO Recommendations
48	3146	Jawahar Education Society's Annasaheb Chudaman Patil College of Engineering, Kharghar	Recommended
49	3162	Bharti Vidyapeeth's Institute of Management & Information Technology, Navi Mumbai	Recommended
50	3165	Viva School Of MCA, Virar (E)	Recommended
51	3167	Mumbai Education Trust's Institute of Computer Science, Bandra (W), Mumbai	Recommended
52	3168	Thakur Institute of Management Studies Career Development Research, Kandivali (E), Mumbai	Recommended
53	3169	Late Bhausahab Hiray S. S. Trust's Institute of Computer Application, Bandra (E), Mumbai	Recommended
54	3173	Deccan Education Society's Navinchandra Mehta Institute of Technology & Development, Dadar, Mumbai	Recommended
55	3185	Vivekanand Education Society's Institute of Technology, Chembur, Mumbai	Recommended
56	3200	Hope Foundation and research center's Finolex Academy of Management and Technology, Ratnagiri	Recommended
57	3215	Bhartiya Vidya Bhavan's Sardar Patel Institute of Technology, Andheri, Mumbai	Recommended
58	6005	Government College of Engineering, Karad	Recommended
59	6029	Yashwantrao Chavan School of Rural Development, Kolhapur	Recommended
60	6102	Audyogik Shikshan Mandal's Institute of Business Management & Research MBA Institute, Pune	Recommended
61	6104	Dr. D. Y. Patil Institute of Management & Research, Pimpri	Recommended
62	6109	MAEER's MIT School of Management, Pune	Recommended

Sr. No.	FC Code	FC Name	RO Recommendations
63	6111	Progressive Education Society's Institute of Management & Career Development(MCA), Nigdi, Pune	Recommended
64	6129	Jaywant Institute of Management Studies, Pune	Recommended
65	6130	Sinhgad Institute of Business Administration and Computer Application, Lonavala	Recommended
66	6137	Vidya Pratishthan Institute of Information Technology, Baramati, Pune	Recommended
67	6139	Progressive Education Society's Modern College of Engineering, Pune	Recommended
68	6141	Jaywant Shikshan Prasarak Mandal's,Rajarshi Shahu College of Engineering, Tathawade, Pune	Recommended
69	6145	JSPM'S Jaywantrao Sawant College of Engineering,Pune	Recommended
70	6152	Zeal Education Society's Zeal Institute of Business Administration, Computer Application and Research, Pune	Recommended
71	6154	Institute of Industrial & Computer Management & Research, Nigdi, Pune	Recommended
72	6155	G.H.Raisoni College of Engineering & Management, Wagholi, Pune	Recommended
73	6156	Marathwada Mitra Mandal's College of Engg.Karvenagar , Pune	New Recommended
74	6164	Pandit Shivdatta Shastri Education Foundation's Asma Institute of Management, Shivane, Pune	Recommended
75	6167	Kamla Education Society's Pratibha Institute of Business Management, Chinchwad, Pune	Recommended
76	6170	Abhinav Education Society's Institute of Management and Research, Haveli, Pune	Recommended
77	6172	Dr. D. Y. Patil Educational Academy's D.Y. Patil Institute of Management, Talegaon Dabhade, Pune	Recommended

Sr. No.	FC Code	FC Name	RO Recommendations
78	6175	Pimpri Chinchwad Education Trust, Pimpri Chinchwad College of Engineering, Pune	Recommended
79	6212	KIT's Institute of Management Education & Research, Kolhapur	Recommended
80	6213	Chh. Shahu Institute Of Business Edu And Res Vasandraodada Patil Institute Of Management Studies & Research, Sangli	Recommended
81	6228	Dr. D. Y. Patil Pratishthan's Pad. Dr. D.Y.Patil Institute of Master of Computer Applications, Akurdi, Pune	Recommended
82	6232	Maharashtra Education Society's Institute of Management and Career Courses (IMCC), Pune	Recommended
83	6235	S. S.P Mandal 's Manikchand Dhariwal Institute of Management and Rural Technology, Shirur (Pune)	Recommended
84	6236	Sinhgad Technical Education Society's , Sinhgad Institute of Business Administration & Research, Kondhawa-Saswad Road, Pune	Recommended
85	6239	Sinhgad Technical Education Society, Sinhgad Institute of Management & Computer Application, Narhe (Ambegaon), Pune	Recommended
86	6240	Choudhary Attar Singh Yadav Memorial Education Trust's Siddhant Institute Of Computer Application, Sudambare	Recommended
87	6632	Navsahyadri Education Society's Group of Institutions	Recommended
88	6755	JSPM Narhe Technical Campus, Pune.	Recommended
89	6757	Yashoda Technical Campus, Wadhe, Satara.	Recommended
90	6769	Rasiklal M. Dhariwal Sinhgad Technical Institutes Campus, Warje, Pune.	Recommended
91	6772	NBN Sinhgad Technical Institutes Car	Recommended