



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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**Urgent / Web
Office Order**

No. 10/ADM/DIPLOMA/2017-18/ARC/ 3656
Date: 5 JUL 2017

Subject: Admission Reporting Centres (ARCs) for admission to First and Direct Second Year of Post SSC Full Time Diploma in Engineering and Technology for the Academic Year 2017-18.

In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules of the admissions to the First and Direct Second Year of Full Time Professional Post Graduate / Undergraduate / Diploma Technical Courses (Engineering and Technology, Pharmacy, Pharm D., Architecture, Hotel Management and Catering Technology, MBA/MMS, MCA). These rules are also applicable for admissions in Government and Government Aided institutions, University Managed Institutes/University Departments vide Government Resolution of Higher & Technical Education Department No. TEM-2016/CR 473/16/TE-4 Dated 25th April 2017.

The Director, Technical Education shall act as a Nodal Officer to carry out the admissions under the supervision & control of the Competent Authority. All Joint Directors of Technical Education, Regional Offices are declared as Representative of Nodal Officer at Regional Level.

The selected Government, Government Aided Professional Educational Institutes are hereby identified to work as Admission Reporting Centers for the academic year 2017-18. (List of ARC for admission to **First and Direct Second Year of Post SSC Full Time Diploma in Engineering and Technology** is attached herewith).

The Director/Principal of the institute working as ARC will work as Chief Co-ordinator for the Centre. He should appoint one coordinator (from senior faculty members) and required supporting staff having computer knowledge for this activity.

Role of Admission Reporting Centre(ARC)

Activity-I: Admission Reporting Activity

- ❖ Reporting of Admission in Online Application System for CAP as per allotment in CAP Round I, II, III. Candidate should report to the ARC only for first reporting.
- ❖ Facilitate candidate, if required, for Online Updating of reporting status of candidate (Freeze/Slide/Float). Candidate should update the status through their login only.
- ❖ Verification of Original Documents, Collection of seat acceptance fee & issue of Acknowledgement/Receipt of the Reporting.
- ❖ Online cancellation of Admission, issue of acknowledgement, if applicable, as per the rules.
- ❖ Guiding and counseling to the candidates/parents.
- ❖ Keeping record of the Reporting, Cancellation and Online payment (As acceptance fee).
- ❖ ARC can permit the candidate to change option of reporting before start of CAP Round II and III.

The Commissioner, State CET Cell, Mumbai will pay Rs.100/- (Rs. Hundred Only) per confirmation of receipt of application form to ARC after successful completion of the admission process of the respective courses. The distribution of the amounts collected under activities mentioned in above referred office order 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.	ARC Coordinator	5%
4.	Equal Distribution amongst Data Verification Team/Scrutiny Team/ Counselling Team (ARC related activities) Guidance & Counselling Team	20%
5.	Equal Distribution amongst Data Entry Operators (ARC related activities) & Students Facility team	12%
6.	Administrative officer/Registrar/Accountant	2%
7.	Office Staff involved in ARC Activity (Clerk, Cashier etc.)	3%
8.	Class IV staff involved in ARC Activity	3%

Important Instructions to ARC

1. ARC Coordinator shall contact to the respective Regional Offices for "how to activate their Institute as ARC through the Institute Login" and collect Instruction Manual through mail from the respective Regional Offices without fail.
2. ARC Coordinator shall collect Seat Acceptance Fees through online mode or Coordinator shall collect Seat Acceptance Fees through online mode or Demand Draft (DD) / Pay Order (PO) of only Nationalized / Scheduled Bank in favour of 'Commissioner, State CET Cell, Maharashtra, Mumbai' payable at 'At Par', Rs.3000/- for Candidates of General Category, VJ/DT, NT, SBC/OBC Category and Rs.1000/- for SC, ST Category Candidates. The Candidate has to pay the Seat Acceptance Fee during First Reporting only. This fee shall be transferred to the institution after deducting Rs.1000/- towards Processing Fee.
3. Candidates who want to reject the allotted seat can do so by not remitting the seat acceptance fee at the reporting centre in scheduled period.
4. ARC Coordinator shall cancel the admission of the candidate as per request of candidate .
5. ARC shall update the reporting of the candidates with 100% accuracy. Any fault or negligence at the level of ARC will be dealt seriously. Due to fault or negligence on the part of ARC if any, candidate to lose his chance of admission, responsibility of such mistakes/omission in the process will be fixed on the person responsible for such mistakes/omissions.
6. If any ARC found involved in any form of unlawful activities like misguidance and non-cooperation to the aspiring candidates, ARC will be liable for severe action by the Competent Authority.

The Minimum infrastructure required at ARC is as follows,

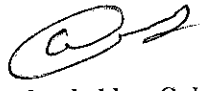
1. Separate Network i5/i7 or of higher configuration PC for Confirmation of admission for, **Diploma admissions** – minimum 5 computers.
2. Windows 8 or higher Operating System with upto date security & service patches
3. Microsoft Office 2003 or higher version on all machine, Adobe Acrobat Reader 10.0 or above.
4. All machines 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. 3 LaserJet Network Printers.(1 for each N/W)
7. Minimum 1 Scanner with 300 dpi resolution.
8. Adequate Electrical Power Backup facilities.
9. Potable Water drinking facility.
10. Separate clean Washrooms for Gents/Ladies.

All the Principals/Directors of the ARCs are hereby informed to make the required infrastructure mentioned in order under reference ready and in working condition on or before the start of working of ARC for aforesaid admissions (as per the notification for respective program).

The Joint Director, a representative of Nodal Officer, shall be Regional ARC Officer and they shall appoint Deputy Regional ARC Officers (System Analyst and above level Officer) at Regional level for coordination of aforesaid activities and communicate their contact details of officers appointed so .
Officers of Desk 3 (IT Cell) of this office shall work as Coordinator for ARC activities under the control of Nodal Officer.

For any further clarification, the coordinator of ARC should contact initially to the respective regional ARC officers and thereafter to this office on 022-22612139 / 22644859.

The ARC Payments to ARC shall be done by State Common Entrance Test Cell strictly by NEFT @Rs.100 per reporting by 20th Sept 2017.


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

Copy for information and necessary action :-

1. Hon'ble Commissioner, State Common Entrance Test, Maharashtra State Mumbai for information.
2. Joint Director, Technical Education Regional Offices, Mumbai/ Pune/ Nashik/Aurangabad/ Amravati/Nagpur for information and necessary action .
3. The Principal/Director of the Admission Reporting Centre (**First and Direct Second Year of Post SSC Full Time Diploma in Engineering and Technology**) for information and necessary action.
4. Desk 3, IT Cell, DTE, Mumbai.
5. Desk 10, DTE, Mumbai.

List of Admission Reporting Centre (ARC) For First and Direct Second Year of Post SSC Full Time Diploma Course in Engineering and Technology for A.Y. 2017-18

Sr. No.	ARC Code	Institute Name	Institute Address	Type
1	1006	Government Polytechnic, Murtijapur	National Highway No.6,Hendaj, Amravati Road, Murtizapur Akola	Government
2	1007	Shree Shivaji Education Society's Dr. Panjabrao Deshmukh Polytechnic, Amravati	Shivaji Nagar, Amravati	Govt-Aided
3	1008	Government Polytechnic, Amravati	Gadge Nagar, Post-Shivaji Nagar,V. M. V. Road, Amravati	Government
4	1009	Government Polytechnic, Khamgaon	Jalamb Road, Khamgaon Dist. Buldhana	Government
5	1010	Government Polytechnic, Washim	Resod Road,Washim	Government
6	1011	Government Residential Women's Polytechnic, Yavatmal	Dhamangaon Road, Yavatmal	Government
7	1012	Government Polytechnic, Yavatmal	Post Box N. 24, Dhamangaon Road, Yavatmal	Government
8	2010	Government Polytechnic, Aurangabad	Osmanapura,Aurangabad Aurangabad , 431005	Government
9	2011	Government Polytechnic, Beed	Nathapur Road, Beed , 431122	Government
10	2012	Government Polytechnic, Hingoli	Hingoli P-9 M.I.D.C Nimbala , Hingoli 431513	Government
11	2013	Government Polytechnic, Ambad	C/O Govt. Iti Campus, Beed Road, Ambad, Dist. Jalna 431203	Government
12	2014	Government Polytechnic, Jalna	Nagewadi, Aurangabad Road, Jalna , 431203	Government
13	2015	Puranmal Lahoti Government Polytechnic, Latur	Ausa Road Latur , 413531	Government
14	2016	Government Residential Women's Polytechnic, Latur	Barshi Road, Latur , 413531	Government
15	2017	Government Polytechnic, Nanded	Veer Sawarkar Marg, Baba Nagar, Nanded , 431602	Government
16	2018	Government Polytechnic, Osmanabad	Tuljapur Road, Osmanabad , 413501	Government
17	2019	Government Polytechnic, Jintur	Yeldari Road, Jintur Dist.Parbhani	Government
18	3006	Government Institute of Printing Technology, Mumbai	JJ School Of Architecture Compound, Near Cst Station, Mumbai 400001	Government
19	3007	Government Polytechnic, Mumbai	49, Ali Yawar Jung Marg, Kherwadi, Bandra(E), Mumbai 400051	Government
20	3008	Government Polytechnic, Pen	At Post Ramwadi, Tal.Pen, Dist.Raigad. Raigad , 402107	Government
21	3009	Government Polytechnic, Ratnagiri	Near Thiba Palace, Ratnagiri , 415612	Government
22	3010	Government Polytechnic, Malvan	A/P Kumbharmath, Malvan, Sindhudurg , 416606	Government
23	3011	Government Polytechnic, Thane	At Phadke Pada, Opp. Bharat Gears,Mumbra Shil Road,Opp Bharat Ltd. Thane , 400612	Government
24	3012	Veermata Jijabai Technological Institute(VJTI), Matunga, Mumbai	H.R. Mahajani Marg, Matunga, Mumbai	Govt-Aided
25	3013	Government Polytechnic, Vikramgad.	ZadPoli, Shil Road, at post Shil, Tal. Vikramgad, Dist. Thane. 401605	Government
26	3020	Sasmira's Institute of Manmade Textiles, Mumbai	Dr. A.B. Road, Sasmira Marg, Worli, Mumbai. 400030	Govt-Aided
27	3021	K. J. Somaiya Polytechnic, Mumbai	Vidyanagar, Mumbai , 400077	Govt-Aided
28	3023	St. Xavier's Technical Institute, Mumbai	Mahim Causeway Road, Mahim, Mumbai , 400016	Govt-Aided
29	3024	Sophia Shree B.K. Somani Memorial Polytechnic), Mumbai	Sophia Shree B. K. Somani Memorial Polytechnic, Mumbai , 400026	Govt-Aided
30	3025	Shri Bhagubhai Mafatlal Polytechnic, Mumbai	N.R.G. Gadkari Marg, Mumbai , 400056	Govt-Aided
31	3026	M. H. Saboo Siddik Polytechnic, Mumbai	Anjuman-I-Islam's M.H.Saboo Siddik Polytechnic, 8, Shepherd Rd, Byculla, Mumbai	Govt-Aided
32	3027	Premilila Vithaldas Polytechnic(Womens),Mumbai	SNDT Women's University,Juhu Road,Santacruz (W) Mumbai - Suburban , 400049	Govt-Aided
33	3028	Father Agnel Technical College (Polytechnic), Bandra(W), Mumbai	Fr. Agnel Ashram Mumbai , 400050	Govt-Aided
34	3040	Dr. Babasaheb Ambedkar Tech.University,Institute of Petrochemical Engineering,Lonere,Raigad	Vidyavihar,P.O.Lonere,Tal-Mangaon. Raigad , 402103	Govt-Aided
35	4008	Government Polytechnic, Sakoli	Sendur Wafa,Sakoli Dist Bhandara 441802	Government
36	4009	Government Polytechnic, Bramhapuri	Bramhapuri Chandrapur , 441206	Government
37	4010	Government Polytechnic, Gadchiroli	M.I.D.C Road Gadchiroli , 442605	Government
38	4011	Government Polytechnic Gondia	Fulchur Tola, Near Iti, Sakoli Road, Gondia 441601	Government
39	4012	Government Polytechnic, Sadar, Nagpur	Mangalwar Bazar, Nagpur , 440001	Government
40	4013	Government Polytechnic, Arvi	Arvi. Wardha , 442201	Government
41	4015	Acharya Shrimannarayan Polytechnic, Pimpri-Wardha	Arvi Road, Pimpri, Wardha 442001	Govt-Aided
42	5006	Government Polytechnic, Ahmednagar	Post Box No. 71,Burudgaon Road,Ahmednagar 414001	Government
43	5007	Government Polytechnic, Dhule	Vidyanagri Deopur Dhule , 424005	Government
44	5008	Government Polytechnic, Jalgaon	Near Asian Highway No. 46 Jalgaon , 425002	Government

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Time Diploma Course in Engineering and Technology for A.Y. 2017-18**

Sr. No.	ARC Code	Institute Name	Institute Address	Type
45	5009	Government Polytechnic, Nandurbar	Near Dubkeswar Mahadev Mandir, Mauje Hol tarfe Haveli, Nandurbar	Government
46	5010	Government Polytechnic, Nashik	New Bldg Campus, Samangaon Road Nashik, 422101	Government
47	6007	Walchand College of Engineering, Sangli	Vishram Bagh, Sangli	Govt-Aided
48	6010	Government Polytechnic, Kolhapur	Vidyanagar, Kolhapur 416004	Government
49	6011	Government Polytechnic, Avasari (Khurd)	Avasari (Khurd) Tal. Ambegaon Dist Pune 415405	Government
50	6013	Government Polytechnic, Pune	Ganesh khind, Shivaji Nagar, Pune. 411016	Government
51	6014	Government Residence Women Polytechnic, Tasgaon	Manerajuri Road, Tasgaon, Sangli 416312	Government
52	6015	Government Polytechnic, Miraj	Near Maji Sainik Vasahat, Vidyanagar Sangli, 416410	Government
53	6016	Government Polytechnic, Karad	Government Polytechnic, P.O. Vidyanagar Satara, 415124	Government
54	6017	Government Polytechnic, Solapur	Akkalkot Road, Solapur, 413006	Government
55	6018	Institute of Civil and Rural Engineering(aided), Gargoti, Kolhapur	Hutatma Murlidhar Nagar, Gargoti, Kolhapur 416209	Govt-Aided
56	6019	Maharashtra Institute of Printing Technology(Aided), Pune	1786, Sadashiv Peth Pune, 411030	Govt-Aided
57	6020	Cusrow Wadia Institute of Technology(Aided), Pune	19, Bundgarden Rd., Pune Pune, 411001	Govt-Aided


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