



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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Urgent/email
Office Order:

No. 2A/ADM/2018-19/ARC/UG PG/ ^{C-2-3}

28 JUN 2018

The commissioner State CET Cell, Maharashtra State is the Competent Authority of the Centralized Admission Process for Admission to various Professional Technical Courses. The Director Technical Education is the Nodal Officer to carry out the CAP activities for Engineering and Technology courses.

Your institute has been selected as Admission Reporting Centre (ARC) for the admissions of various professional courses for the Academic Year 2018-19 (The list showing the institute and related program/course for which it has been selected as ARC is enclosed).

The Director/Principal of the selected institute as an ARC shall appoint a Coordinator (from senior faculty members) and supporting staff having computer knowledge for this activity. All Principals of the ARC shall also arrange for the infrastructure as required for ARC in working condition before the start of the ARC.

• **Roles and Responsibilities of the Admission Reporting Centre (ARC)**

1. **Guidance and Counseling:** Every ARC shall make necessary arrangements for guidance and counseling of the candidates/parents.
 - a. ARC shall display all the Circulars and Notifications of the Government/ Directorate for the information of candidates.
 - b. ARC shall display information about various Government Schemes about Scholarships, Reservation, etc.
2. **Reporting of Admissions:** A Candidate who has been allotted a seat shall download the "Provisional Seat Allotment Letter", for Seat Acceptance.
 - a. Candidate shall pay Seat Acceptance Fee of Rs. 1000/- (For all categories) through Online mode of Payment (Credit Card / Debit Card/ Internet Banking/ etc)
 - b. The seat will be confirmed by the ARC after verification of the original documents in support of the claims made in the application and ensuring that the candidate meets all the eligibility norms.
 - c. **In the event, the candidate fails to produce the documents in support of the claim; ARC shall not process the Seat Acceptance request. However the following corrections are permitted at ARC after due verification of supporting documents.**

- (i) Change of gender from male to female and vice-versa;
- (ii) error while entering marks obtained by candidate in examination, CET. However, the change in the merit number due to increase in the marks will not be permitted;

(iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.

(iv) removal of minority status due to failure of submission of supporting documents;

(v) removal of Disability status due to failure of submission of supporting documents;

(vi) removal of Defence status due to failure of submission of supporting documents in case of UG courses.

(vii) change in Type of Candidature;

(viii) change in Home University;

(ix) removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents in case of UG courses.;

(x) change in group/sub-group pertaining to direct second year engineering admissions;

(xi) change in Qualification.

Apart from the above no other change or rectification shall be allowed.

- d. Candidate shall produce the set of copies certified by FC for verification to ARC. The ARC shall verify and certify the 'set of copies certified by FC' from Original document and put ARC stamp with date and Signature and return original and certified documents.

3. **Issue Receipt-cum-Acknowledgement:** The ARC shall update **online** seat acceptance status and issue a system generated Receipt cum Acknowledgement. **Ensure that the Receipt cum acknowledgement is generated through online system only.**

4. **Record Keeping:** The ARC shall maintain the records of the candidates reported for the Seat Acceptance. They shall verify the number of reportings on each day and confirm it from the daily report available through ARC login.

• **Other Instructions:**

- a. The Co-coordinator shall contact the Regional Office for activating the ARC Login.
- b. The candidate shall report for Seat Acceptance during first reporting only.
- c. The candidate, who wants to reject the seat allotted, can do so by **not remitting** the seat acceptance fee at the ARC in scheduled period.
- d. ARC should scrutinize and verify the documents with utmost care. Any fault / negligence at the level of ARC shall be dealt seriously.

- e. Due to the fault or negligence on the part of ARC, if any Candidate suffers after admission, responsibility of such admission will be fixed on particular person working in the ARC and appropriate action will be taken against such persons.
- f. If any ARC is 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.

• **Payment against Services provided by ARC:**


The competent authority will pay ₹. 110/- (Rs. One Hundred and Ten Only) per Confirmed Application form by the ARC, after completion of CAP activities. Following are the guidelines for the distribution of the amount at ARC

Sr. No	Designation of the personnel	Distribution
1.	Institute Development /IRG Fund & Miscellaneous Charges (Stationary & Other Expenses etc.)	50%
2.	Principal/Director/Chief Coordinator	5%
3.	FC Coordinator	5%
4.	Equal distribution amongst Data Verification Team/ Scrutiny Team/ Counseling Team (FC related activities) Guidance & Counseling 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%
Total		100%

• **The ARC shall provide following minimum infrastructure :-**

1. Minimum 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 machines (PC) and printer should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wi-max /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 minimum 300 dpi resolution.
8. Adequate Electrical Power Backup facilities. (10 KVA,2 Hrs backup time)
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

- For any further clarification, the coordinator of ARC should contact Regional Office or this office on 022-22612139/22644859.
- Desk 3 (IT Cell) of this office shall work as Chief Coordinator for ARC activities.
- Note: - All ARC's shall remain open from 10.30 a.m. to 5.30 p.m. during the schedule published by Competent Authority for respective admissions.


(Dr. Abhay Wagh)
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.
2. The Principal/Director of the ARC for information and necessary action
3. Desk Officer, Desk No.3 (IT Section), Head Office, Mumbai.
4. Synthesys solutions Pvt ltd, Pune
5. 4 Pillars Infotech India Pvt ltd, Pune