



**DIRECTORATE OF TECHNICAL EDUCATION,  
MAHARASHTRA STATE**

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**Urgent/email**  
**Office Order:**

No. 10/ADM/2018-19/ARC/Post SSC Diploma/ 722

Date :

**- 3 JUL 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 **First Year and Direct Second Year of Post SSC Diploma in Engineering and Technology** 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. 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 diploma engineering courses.

(vii) change in Type of Candidature;

(viii) change in Home District;

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

(x) change in group/sub-group pertaining to direct second year diploma 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.	ARC Coordinator	5%
4.	Equal distribution amongst Data Verification Team/ Scrutiny Team/ Counseling Team (ARC related activities) Guidance & Counseling 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%
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 machines, 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,

Directorate of Technical Education,  
Maharashtra State, Mumbai

**Copy submitted to:**

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

**DIRECTORATE OF TECHNICAL EDUCATION, MAHARASHTRA STATE, MUMBAI.**  
**Admission Reporting Centre (ARC) of First Year and Direct Second Year of Post SSC Diploma in**  
**Engineering and Technology for the AY 2018-19**

Sr. No	ARC Code	ARC Name	Region Name
1	2	3	4
1	ARC1006	Government Polytechnic, Murtijapur	Amravati
2	ARC1007	Shree Shivaji Education Society's Dr. Panjabrao Deshmukh Polytechnic, Amravati	Amravati
3	ARC1008	Government Polytechnic, Amravati	Amravati
4	ARC1009	Government Polytechnic, Khamgaon	Amravati
5	ARC1010	Government Polytechnic, Washim	Amravati
6	ARC1011	Government Residential Women's Polytechnic, Yavatmal	Amravati
7	ARC1012	Government Polytechnic, Yavatmal	Amravati
8	ARC1014	Geetadevi Khandelwal Institute of Pharmacy, Akola	Amravati
9	ARC1015	Government Polytechnic, Achalpur	Amravati
10	ARC2010	Government Polytechnic, Aurangabad	Aurangabad
11	ARC2011	Government Polytechnic, Beed	Aurangabad
12	ARC2012	Government Polytechnic, Hingoli	Aurangabad
13	ARC2013	Government Polytechnic, Ambad	Aurangabad
14	ARC2014	Government Polytechnic, Jalna	Aurangabad
15	ARC2015	Puranmal Lahoti Government Polytechnic, Latur	Aurangabad
16	ARC2016	Government Residential Women's Polytechnic, Latur	Aurangabad
17	ARC2017	Government Polytechnic, Nanded	Aurangabad
18	ARC2018	Government Polytechnic, Osmanabad	Aurangabad
19	ARC2019	Government Polytechnic, Jintur	Aurangabad
20	ARC3006	Government Institute of Printing Technology, Mumbai	Mumbai
21	ARC3007	Government Polytechnic, Mumbai	Mumbai
22	ARC3008	Government Polytechnic, Pen	Mumbai
23	ARC3009	Government Polytechnic, Ratnagiri	Mumbai
24	ARC3010	Government Polytechnic, Malvan	Mumbai
25	ARC3011	Government Polytechnic, Thane	Mumbai
26	ARC3012	Veermata Jijabai Technological Institute(VJTI), Matunga, Mumbai	Mumbai
27	ARC3013	Government Polytechnic, Vikramgad.	Mumbai
28	ARC3020	Sasmira's Institute of Manmade Textiles, Mumbai	Mumbai
29	ARC3021	K. J. Somaiya Polytechnic, Mumbai	Mumbai
30	ARC3023	St. Xavier's Technical Institute, Mumbai	Mumbai
31	ARC3024	Sophia Shree B.K. Somani Memorial Polytechnic), Mumbai	Mumbai
32	ARC3025	Shri Bhagubhai Mafatlal Polytechnic, Mumbai	Mumbai
33	ARC3026	M. H. Saboo Siddik Polytechnic, Mumbai	Mumbai
34	ARC3027	Premlila Vithaldas Polytechnic(Womens),Mumbai	Mumbai

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1	2	3	4
35	ARC3028	Father Agnel Technical College (Polytechnic), Bandra(W), Mumbai	Mumbai
36	ARC3040	Dr. Babasaheb Ambedkar Tech.University;Institute of Petrochemical Engineering,Lonere,Raigad	Mumbai
37	ARC4004	Government College of Engineering, Chandrapur	Nagpur
38	ARC4008	Government Polytechnic, Sakoli	Nagpur
39	ARC4009	Government Polytechnic, Bramhapuri	Nagpur
40	ARC4010	Government Polytechnic, Gadchiroli	Nagpur
41	ARC4011	Government Polytechnic Gondia	Nagpur
42	ARC4012	Government Polytechnic, Sadar, Nagpur	Nagpur
43	ARC4013	Government Polytechnic, Arvi	Nagpur
44	ARC4015	Acharya Shrimannarayan Polytechnic, Pimpri-Wardha	Nagpur
45	ARC5006	Government Polytechnic, Ahmednagar	Nashik
46	ARC5007	Government Polytechnic, Dhule	Nashik
47	ARC5008	Government Polytechnic, Jalgaon	Nashik
48	ARC5009	Government Polytechnic, Nandurbar	Nashik
49	ARC5010	Government Polytechnic, Nashik	Nashik
50	ARC5012	Pravara Rural Education Society's Pravara Rural College Of Pharmacy, Pravaranagar	Nashik
51	ARC5013	Mahatma Gandhi Taluka Shikshan Mandal's Sharadchandrika S. Patil Inst of Technology, Chopda	Nashik
52	ARC5014	Anjuman Imdadut Tulba's Institute Of Pharmacy, Malegaon(Nashik)	Nashik
53	ARC6007	Walchand College of Engineering, Sangli	Pune
54	ARC6010	Government Polytechnic, Kolhapur	Pune
55	ARC6011	Government Polytechnic, Awasari (khurd)	Pune
56	ARC6013	Government Polytechnic, Pune	Pune
57	ARC6014	Government Residence Women Polytechnic, Tasgaon	Pune
58	ARC6015	Government Polytechnic, Miraj	Pune
59	ARC6016	Government Polytechnic, Karad	Pune
60	ARC6017	Government Polytechnic, Solapur	Pune
61	ARC6018	Institute of Civil and Rural Engineering(aided), Gargoti, Kolhapur	Pune
62	ARC6019	Maharashtra Institute of Printing Technology(Aided), Pune	Pune
63	ARC6020	Cusrow Wadia Institute of Technology( Aided ), Pune	Pune