



DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE

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Urgent By Speed Post
Office Order

No. 2A/ADG/ADM/2009-2010/ARC/51
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Subject: Online Submission of application & option forms for the admission to the First Year Post Graduate Courses in MBA/MMS/PGDM/PGDBM for the academic year 2008-2009

Directorate of Technical Education, Maharashtra State has decided to have web based online software for receipt of the application form & option form (multiple rounds) for the admission to the First Year Post Graduate Courses in MBA/MMS/PGDM/PGDBM for the academic year 2008-2009.

Directorate of Technical Education, Maharashtra State has identified some institutions from the state for the work of the receipt of the application form and option form herein after referred as "Application Form Receipt Center (ARC)"-cum-Facilitation Center. The list of the ARC-cum- Facilitation Center is attached herewith. The Director/Principal of the identified institute should appoint one coordinator & two supporting staff for this activity and communicate their names, contact numbers & e-mail address at itdc@dte.org.in immediately.

The activities and facilitation charges are as follows.

Activity-I: Submission of online application form and Generation of Hall Ticket for CET

- ❖ Scanning of candidates photograph with signature as per the instructions given in Application Kit.
- ❖ Submission of Online application form
- ❖ Printing of Hall Ticket (One Copy)
- ❖ For this activity the facilitation charges of Rs. 50/- should be collected from the candidate.
- ❖ It is not mandatory to the candidate to use facilitation of ARC for this activity.

Activity-II : Registration for GD &PI and Generation of Call Letter (For MBA Only)

- ❖ Selection of date for GD &PI
- ❖ Printing of Call Letter (One Copy)
- ❖ For this activity the facilitation charges of Rs. 20/- should be collected from the candidate.
- ❖ It is not mandatory to the candidate to use facilitation of ARC for this activity.

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

- ❖ Printing of Application Form for CAP
- ❖ Document verification as per the list of documents on the Application form

- ❖ Scanning of candidates All India Entrance (CAT/XAT/JMET/ ATMA/MAT (Conducted in Feb 2009) score card as per the instructions given in ARC Kit.
- ❖ Printing and Issue of Receipt-cum-Acknowledgement
- ❖ For this activity DTE will pay Rs. 50/- per confirmed application form to ARC.
- ❖ No charges should be collected from the candidate for this activity.
- ❖ It is mandatory to the candidate to report to ARC for this activity.

Activity-IV: Submission of online option form for CAP Round I/II/III

- ❖ Submission of online option form
- ❖ Printing of submitted option form (One Copy)
- ❖ For this activity the facilitation charges of Rs. 50/- should be collected from the candidate.
- ❖ It is not mandatory to the candidate to use facilitation of ARC for this activity.

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

Directorate of Technical Education, Maharashtra State, Mumbai will pay Rs. 50/- (Rs. Fifty 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 & institute will be as follows,

Sr. No.	Distribution	Designation of the personnel
1.	50%	Institute development /IRG fund
2.	5%	Principal/Director/Chief Coordinator
3.	7%	ARC Coordinator
4.	10%	Equal distribution amongst Data Verification Team/ Scrutiny Team
5.	20%	Equal distribution amongst Data Entry Operators
6.	2%	Administrative Officer/ Registrar
8.	3%	Clerks/Cashier/Telephone Operator involved in ARC activity
9.	3%	Class IV staff involved in ARC activity

The expenditure for ARC and facilitation activity shall be incurred from the 50% amount deposited in Institute development /IRG fund.

The required training of the operation & procedure will be provided to all the ARCs through the agency appointed by this Directorate.

The schedule of the training for verification of documents and confirmation of Application form for CAP will be communicated later on

The Minimum infrastructure required at ARC is as follows,

1. 5 Nos. Pentium IV or higher PC for Confirmation and 10 Nos Pentium IV or higher PC for facilitation.
2. Windows 98/2000/XP/2003/Vista Operating System with up to date security & service patches

3. Microsoft Office at least 2000/XP/2003/2007 on single machine, Adobe Acrobat Reader 6.0 or above.
4. All the 15 machines should be connected through LAN with Internet facility
5. Internet Explorer 6.0 or above with all upgrades and Java Script enabled.
6. 2 nos. Scanner A4 size with minimum 300dpi resolution
7. DeskJet / LaserJet Printers as per the No. of confirmation terminals or networked.
8. Minimum 128 kbps ISDN/ADSL/Wimax /Leased line with Proxy Server for Internet sharing on the entire PCs. (Instead of PSTN connection minimum 128 kbps ISDN Connection should be made available wherever possible)
9. Adequate Electrical Power Backup facilities
10. Counseling Hall with required facilities for Minimum 20 candidates.

(Note: Number of computing facilities may vary based on the location of the ARC)

All the Principals/Directors of the ARCs are hereby informed to make the above infrastructure ready and in working condition before the start of the receipt of the applications for MBA/MMS/PGDM/PGDBM admission activity before 15/01/2009 and they are required to setup separate facilitation center for aforesaid activities as per requirement for smooth conduct of the receipt of the application form.

Desk3 (IT Cell) will work as a chief ARC for coordinating ARC activity.

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



(Dr. S. K. Mahajan)

I/c Director, Technical Education,
Maharashtra State, Mumbai

Copy to:

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.
2. The Principal/Director of the Application Receipt Center for information and necessary action

**List of Application Form Receipt Centers (ARC) cum Facilitation Centers for
MBA/MMS/PGDM/PGDBM for the academic year 2009-2010**

<i>Sr. No.</i>	<i>Location</i>	<i>Name and Contact details</i>
<i>Mumbai University, Mumbai</i>		
1	South Mumbai	Sydenham Institute of Management Studies , Research & Entrepreneurship Education, B Road Churchgate, Mumbai - 400020 Phone No: (022) 22821059, 22042966, 22021862, 22855596, 22024097
2	Andheri (W) (Mumbai)	Manjara Charitable Trust's Rajiv Gandhi Institute of Technology, Andheri (West), Mumbai-400053 Phone No: (022)26707025, 26707025 Fax No. : (022) 26707026
3	Bandra(W) (Mumbai)	MET's Institute of Management, Gen. Arunkumar Vaidya Chowk, Bandra (W), Mumbai- 400050 Phone No: (022) 26519232, 26519286 Fax No. : (022) 26440082
4	Bandra(E) (Mumbai)	Chetana's Ramprasad Khandelwal Institute of Management & Research, Survey No. 341, Govt. Colony, Bandra (E), Mumbai-400051 Phone No: (022) 26422827, 26516643 Fax No. : (022) 26406172
5	Wadala(E) (Mumbai)	Vidyalankar Institute of Technology, Vidyalankar College Marg, Wadala (E), Mumbai-400037 Phone No: (022) 24324342, 24306367 Fax No. : (022) 24228892
6	Matunga (Mumbai)	Prin. L. N. Welingkar Institute of Management Development & Research, Lakhamsi Nappo Road, Next To R.A. Podar College of Commerce, Matunga(E), Mumbai- 400019 Phone No: (022) 24178300 Fax No. : (022) 24097824
7	Mumbai Central (Mumbai)	Maratha Mandir's Babasaheb Gawde Institute of Management Studies, 4th Floor, Maratha Mandir's Annex, Babasaheb Gawde Chowk, Dr. A.B. Nair Rd., Mumbai Central, Mumbai (M.S.) Mumbai Phone No: (022) 23090234, 22-23090196 Fax No. : (022) 23075623
8	Kandivali(E) (Mumbai)	Zagdu Singh Chartitable Trust's Thakur Institute of Management Studies & Research, Shyam Narayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai-400101 Phone No: (022) 6730 8201/8202 , 2884 7445/7147 Fax No. : (022) 2887 3869
9	Thane	VPM's Dr. V.N. Bedekar Institute Of Management Studies, Jnandweepa, Chendani Bunder Road, Thane (W), Mumbai- 400601 Phone No: (022) 25446554, 25364492
10	Vashi (New Mumbai)	Agnel Charities Agnel Seva Sangha's Fr. C. Rodrigues Inst. of Management. Studies, Sector 9A, Vashi, Navi Mumbai - 400703 Phone No: (022) 27664116 , 27661924 , 27660619
11	Nerul(E) (New Mumbai)	NCRD's Sterling Institute of Management Studies, Opp to Darave petrol pump,Plot No 93, Sector 19, Nerul (E), Navi Mumbai-400706 Phone No: (022) 28684464, 32988900, 26684777 Fax No. : (022) 27702282
12	New Panvel	Mahatma Education Society's Pillai's Institute of Management Studies & Research, Dr. K. M. Vasudevan Pillai's Campus 10, Sector 16, Podi No. 2, New Panvel-410206 Phone No: (022) 27451700, 27456100, Fax No. : (022) 2748 3208
13	Ratnagiri	Government Polytechnic, Ratnagiri Near Thiba palace, Ratnagiri -415612 Phone No: (02352) 222435 Fax No. : (02352) 222435
<i>Pune University, Pune</i>		
14	Pune	Modern Education Society's Neville Wadia Institute of Management Studies & Research, 19, Late Prin. V. K. Joag Path, Wadia College Campus, Near Ruby Hall, Pune- 411001 Phone No: (020) 623275 Fax No. : (020) 623275

15	Pune	MAEER's MIT School of Management, S. No. 124, 3rd Floor, Saraswati Vishwa Building, Paud Road, Kothrud, Pune-411038 Phone No: (020) 25453872, 32529174 Fax No. : (020) 25457748, 25442770.
16	Pune	Bansilal Ramnath Agarawal Charitable Trust's Vishwakarma Institute of Management, S. No. 3/4, Kondwa(BK),Pune-411048 Phone No: (020) 2428 3001 /2420 2290. Fax No. : (020) 2428 09 26.
17	Pune	JSPM's Jayawant Institute of Management Studies, S. No. 80/3, Pune-Mumbai By Pass Highway, Tathawade, Pune- 411033 Phone No: (020) 22933423, 22934344, 22914347 Fax No. : (020) 22933424
18	Pune	Sinhgad Technical Education Society's Sinhgad Institute of Management, S.No.44/1, Vadgaon (BK), Off-Sinhgad Road, Pune-411041 Phone No: (020) 24358380 Fax No. : (020) 24356592, 24358360
19	Pune	Dr. D. Y. Patil Institute of Management & Research, Mumbai-Pune Road, Opp. H. A. Ltd., Pimpri, Pune- 411018 Phone No: (020) 27421293, 56342826, 25433443 Fax No. : (020) 27421449
20	Nashik	Ghokhale Education Society's J. D. C. Bytco Institute of Management Studies & Research, Principal T. A. Kulkarni Vidyanagar Collage Road, Nashik-422005 Phone No: (0253) 2582841, 2571643.
North Maharashtra University, Jalgaon		
21	Jalgaon	Government Polytechnic, Jalgaon National Highway No-6, Jalgaon-425002 Phone No: (0257) 2221721 Fax No. : (0257) 2221719
22	Jalgaon	Department of Management Studies, North Maharashtra University, Umavi Nagar, Jalgaon- 425001 Phone No: (0257)-2258428/29 Fax No. : (0257)2258403, 2258406
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.		
23	Aurangabad	Government College of Engineering, Near Osmanpura Post Office, Aurangabad Phone No: (0240) 2332635, 2358333 Fax No. : (0240) 2332835.
24	Aurangabad	Mahatma Gandhi Mission's Institute of Management, MGM Campus, N-6, CIDCO, Aurangabad-431003 Phone No: (0240) 2483405, 2473889 Fax No. : (0240) 2484445
Swami Ramanand Teerth Marathwada University, Nanded		
25	Nanded	Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431608 Phone No: (02462)-26728, 26729, 26451 Fax No. : (02462) 29236
26	Latur	Puranmal Lahoti Government Polytechnic, Latur Ausa Road , Latur- 413531 Phone No: (02382) (O) 242881 (D) 252004 Fax No. : (2382)242881.
Shivaji + Solapur University		
27	Sangli	Walchand College of Engineering, Vishrambag, Sangli- 416415 Phone No: (0233)-2300383 Fax No. : (0233)-2300831
28	Karad	Government College of Engineering, Vidyanagar, Karad, PIN 415124 Phone No: (02164) 271711,271712,272714 Fax No. : (02164) 271713
29	Kolhapur	Government Polytechnic, Kolhapur, Vidyanagar, Kolhapur Phone No: (0231)- 2521038 Fax No. : (0231) 2521016
30	Solapur	Government Polytechnic, Solapur 4, Akkalkot Road, Solapur Phone No: (0217)- 2653922/2653925/2391677 Fax No. (0217)-2653925
31	Satara	Rayat Shikshan Santha's Karmaveer Bhaurao Patil College of Engineering, Near circuit house, Sadar Bazar, Satara – 415 001 Phone No: (2162) 233857, 234566 Fax No. : (2162) 231424

<i>S. G. B. Amravati University, Amravati</i>		
32	Amravati	Government College of Engineering, VMV Road, Near Kathora Naka, Amravati-444604 Phone No: (0721)- 2660360 Fax No. : (0721)-2660488
33	Shegaon	Shri Sant Gajanan Maharaj College of Engineering, College Campus, Khamgaon Road, Shegaon-444203 Phone No: (07265)-252116 Fax No. (07265) 252346
<i>R. T. M. Nagpur University, Nagpur</i>		
34	Chandrapur	Government College of Engineering, Chandrapur C/o. Sukhada Processing Plant Building, Jivan Safalya Colony, Ramnagar, Chandrapur-442401 Phone No: (07172) - 227274,230299 Fax No. (07172) - 227334
35	Nagpur	Shri. Ramdeo Baba Kamla Nehru Engineering College, Nagpur Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur Phone No: (0712) 2583236
36	Nagpur	G.H.Raisoni College of Engineering , C.R.P.F. Gate No.3, Digdoh Hills, Hingna Road, Nagpur – 440016 Phone No: (07104) 32560, 36350, 36383 Fax No. (07104) 32560.