



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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Office Order

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Date: January 28, 2009

Subject: Online Submission of application & option forms for the admission to the First Year Post Graduate Course in MCA 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 Course in MCA 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/- (Rs. Fifty only) should be collected from the candidate.
- ❖ **It is not mandatory to the candidate to use facilitation of ARC for this activity.**

Activity-II: 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
- ❖ Printing and Issue of Receipt-cum-Acknowledgement
- ❖ For this activity DTE will pay Rs. 50/- per confirmed application form to the 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.**
- ❖ Submission of the Online Report of the Confirmation of Online Application within 15 days after completing the Activity II to the concerned Regional office.

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

- ❖ Submission of online option form
- ❖ Printing of submitted option form (One Copy)

- ❖ For this activity the facilitation charges of Rs. 50/- (Rs. Fifty Only) should be collected from the candidate.
- ❖ **It is not mandatory to the candidate to use facilitation of ARC for this activity.**

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 course. 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 MCA admission activity before 07/02/2009 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 activities.

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. The Code and Password has been given to the Regional Offices to monitor the Online Activities. They are directed to distribute the Information Brochures (two copies each) to Universities, Institutes and the ARCs in their region. They should submit the Report submitted by the ARC to the DTE within 1 month after completing the Activity II.
2. The Principal/Director of the Application Receipt Center for information and necessary action

List of the Application Form Receipt Centers -cum-Facilitation Centers selected for On-Line receipt of applications for the admission to the MCA for the year 2009-2010

<i>Sr. No.</i>	<i>Location</i>	<i>Name, Address and Contact details</i>
<i>Mumbai University</i>		
1	Bandra (W) (Mumbai)	Mumbai Education Trust's Institute of Computer Science, Bandra(W), Mumbai. - 400050 Phone No:- (022) 2644 0096 Fax: (022) 2644 0155
2	Andheri (W) (Mumbai)	Manjara Charitable Trust's Rajiv Gandhi Institute of Technology, Andheri(W), Mumbai - 400053 Phone No:- (022) 26707025 Fax: (022) 26707026
3	Kandivali(E) (Mumbai)	Thakur Institute of Management Studies Career Development Research, Kandivali (E), Mumbai. - 400101 Phone No:- (022) 67308301/2 Fax: (022) 28852527
4	Matunga (Mumbai)	Veermata Jijabai Technological Institute,(V. J. T. I.) H.R. Mahajani Marg, Matunga,Mumbai – 400019 Phone No:- (022) 24146972 Ext 170 Fax: (022) 24152874
5	Chembur Mumbai	Vivekanand Education Society's Institute of Technology, Chembur, Mumbai - 400074 Phone No:- (022) 25543352 Fax: (022) 25230885
6	Thane	Audyogik Shikshan Mandal's Institute Of Management & Computer Studies (IMCOST), Thane - 400604 Phone No:- (022) 25834443 Fax: (022) 25832453
7	Nerul Navi Mumbai	NCRD's Sterling Institute of Technology and Management., Navi Mumbai. - 400706 Phone No:- (022) 27722290 Fax: (022) 27727594
8	Kharghar, Navi Mumbai	Jawahar Edu Soc. A. C. Patil College of Engineering, Kharghar, Navi Mumbai - 410210 Phone No:- (022) 27745722 Fax: (022) 27745722
9	Ratnagiri	Finolex Academy of Management & Technology, Mirjole, Ratnagiri - 415639 Phone No:- (02352) 229657 Fax: (02352) 228436
<i>Pune University</i>		
10	Pune	P.E.S. Modern College of Engineering, Pune - 411005 Phone No:- (020) 25533638 Fax: (020) 25530957
11	Pune	Bansilal Ramnath Agarawal Charitable Trust's Vishwakarma Institute of Technology, Pune - 411037 Phone No:- (020) 24283001 Fax: (020) 24280926
12	Pune	Jayawant Shikshan Prasarak Mandal, ENIAC Institute of Computer Application, Wagholi, Pune - 411028 Phone No:- (020) 27051173 Fax: (020) 27052590
13	Pune	Dr. D.Y.Patil Pratishthan's Pad. Dr. D.Y.Patil Institute of Master of Computer Applications, Akurdi, Pune - 44 Phone No:- (020) 27640998 Fax: (020) 27652794
14	Nashik	K.K.Wagh Institute of Engineering Education & Research,Panchwati, Nashik - 422003 Phone No:- (0253) 2512876 Fax: (0253) 2511962
15	Ahmednagar	B.P. Hivale Education Society's Institute of Management Studies Career Development Research, Ahmednagar Phone No:- (0241) 2346532 Fax: (0241) 2346529
<i>North Maharashtra University</i>		
16	Jalgaon	Department of Computer Science, North Maharashtra University, Jalgaon. – 425001 Phone No:- (0257) 2257451 Fax: (0257) 2258403

<i>Dr. Babasaheb Ambedkar Marathwada University</i>		
17	Aurangabad	Government College of Engineering, Near Osmanpura Post Office, Aurangabad Phone No:- (0240 0) 2366101 Fax: (0240) 2332835
<i>Swami Ramanand Teerth Marathwada University</i>		
18	Nanded	Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431608 Phone No:- (02462) 229234 Fax: (02462) 29236
19	Latur	Puranmal Lahoti Government Polytechnic, Latur Ausa Road , Latur- 413531 Phone No:- (02382) 252004 , 242881 Fax: (02382) 242881
<i>Shivaji University</i>		
20	Karad	Government College of Engineering, Vidyanagar, Karad-415124 Phone No:- (02164) 272414 Fax: (02164) -271713
21	Kolhapur	Government Polytechnic, Kolhapur, Vidyanagar, Kolhapur Phone No:- (0231) 2521038 Fax: (0231) 2521016
22	Solapur	Government Polytechnic, Solapur 4, Akkalkot Road, Solapur Phone No:- (0217) 2653922 Fax: (0217) 2653925
23	Satara	Rayat Shikshan Santha's Karmaveer Bhaurao Patil College of Engineering, Near circuit house, Sadar Bazar, Satara – 415 001 Phone No:- (02162) 230636 Fax: (02162) 235767
<i>SGB Amravati University</i>		
24	Amravati	Vidya Bharati Mahavidyalaya, Department of Research and PG Studies in Science & Management, MCA Programme , Amravati- 444602 Phone No:- (0721) 2662740 Fax: (0721) 2662740
25	Shegaon	Shri Sant Gajanan Maharaj College of Engineering, College Campus, Khamgaon Road, Shegaon-444203 Phone No:- (07265) 252116 Fax: (07265) 252346
<i>RTM Nagpur University</i>		
26	Chandrapur	Government College of Engineering, Chandrapur C/o. Sukhada Processing Plant Building, Jivan Safalya Colony, Ramnagar, Chandrapur-442401 Phone No:- (07172) 2272 Fax: (07172) 227334
27	Nagpur	Shri. Ramdeo Baba Kamla Nehru Engineering College, Nagpur Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur Phone No:- (0712) -2583236 Fax: (0712) 2583237
28	Nagpur	Shri Shivaji Education Society Amravati's Science College (MCA), Nagpur - 440012 Phone No:- (0712) 2423432 Fax:- (0712) 2440955