



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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**Urgent / Web
Office Order**

No. 2A/ADG/ADM/2017-18/ARC/ 637

Date: **21 JUN 2017**

Subject: Admission Reporting Centres(ARCs) for admission to First Year Under Graduate Degree Course in Hotel Management & Catering 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, University Department/ University Managed Institutes are hereby identified to work as Admission Reporting Centers for the academic year 2017-18. (List of ARC for admission to **First Year Under Graduate Degree Course in Hotel Management & Catering 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 allotted in CAP Round I, II, III. Candidate should report to the ARC only on 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 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 only, Rs.5000/- 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, UG admissions – minimum 5 computers.
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 machines should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Winax /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.

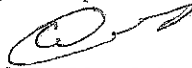
All the Principals/Directors of the ARCs are hereby informed to make the required infrastructure mentioned in order under reference ready and in working condition on or before the start of working of ARC for aforesaid admissions (as per the notification for respective program).

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 shall be done 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 Year Under Graduate Degree Course in Hotel Management & Catering Technology) for information and necessary action.
4. Desk 3, IT Cell, DTE, Mumbai.
5. Desk 10, DTE, Mumbai.

List of Proposed ARC for admission to First Year Degree Course in Hotel Management & Catering
technology 2017-18

Sr. No.	ARC Code & Name		Institute Status	District Name	Taluka Name
1	1003	Government College of Pharmacy, Amravati	Government	Amravati	Amravati
2	1006	Government Polytechnic, Murtijapur	Government	Akola	Murtajapur
3	1009	Government Polytechnic, Khamgaon	Government	Buldhana	Khamgaon
4	1010	Government Polytechnic, Washim	Government	Washim	Washim
5	1011	Government Residential Women's Polytechnic, Yavatmal	Government	Yavatmal	Yavatmal
6	2009	Government College of Pharmacy, Aurangabad	Government	Aurangabad	Aurangabad
7	2011	Government Polytechnic, Beed	Government	Beed	Beed
8	2012	Government Polytechnic, Hingoli	Government	Hingoli	Hingoli
9	2014	Government Polytechnic, Jalna	Government	Jalna	Jalna
10	2016	Government Residential Women's Polytechnic, Latur	Government	Latur	Latur
11	2017	Government Polytechnic, Nanded	Government	Nanded	Nanded
12	2018	Government Polytechnic, Osmanabad	Government	Osmanabad	Osmanabad
13	2028	Marathwada Shikshan Prasarak Mandal's Shri Shivaji Institute Of Pharmacy, Parbhani	Government-Aided	Parbhani	Parbhani
14	3005	Government College of Pharmacy Ratnagiri	Government	Ratnagiri	Ratnagiri
15	3006	Government Institute of Printing Technology, Mumbai	Government	Mumbai	Mumbai
16	3008	Government Polytechnic, Pen	Government	Raigad	Pen
17	3010	Government Polytechnic, Malvan	Government	Sindhudurg	Malwan
18	3013	Government Polytechnic, Vikramgad.	Government	Palghar	Vikramgad
19	3024	Sophia Shree B.K. Somani Memorial Polytechnic), Mumbai	Government-Aided	Mumbai	Mumbai
20	3027	Premilila Vithaldas Polytechnic(Womens),Mumbai	Government-Aided	Mumbai Suburban	Andheri
21	3033	Dr. Babasaheb Ambedkar Technological University, Lonere	University Managed	Raigad	Mangaon
22	3039	Hydrabad (Sind) National Collegiate K.M.Kundanani Pharmacy Polytechnic.Ulhasnagar Dist-Thane	Government-Aided	Thane	Ulhasnagar
23	4008	Government Polytechnic, Sakoli	Government	Bhandara	Sakoli
24	4009	Government Polytechnic, Bramhapuri	Government	Chandrapur	Brahmapuri
25	4010	Government Polytechnic, Gadchiroli	Government	Gadchiroli	Gadchiroli
26	4011	Government Polytechnic Gondia	Government	Gondiya	Gondia
27	4013	Government Polytechnic, Arvi	Government	Wardha	Arvi

Sr. No.	ARC Code & Name		Institute Status	District Name	Taluka Name
28	4021	Vidharbha Youth Welfare Society's Institute of Diploma in Pharmacy Borgaon Meghe, Wardha	Government-Aided	Wardha	Wardha
29	4022	Government Institute of Hotel Management & Catering Technology, Nagpur	Government	Nagpur	Nagpur Urban
30	5005	NDMVP Samaj's College of Pharmacy, Nashik	Government-Aided	Nashik	Nashik
31	5007	Government Polytechnic, Dhule	Government	Dhule	Dhule
32	5008	Government Polytechnic, Jalgaon	Government	Jalgaon	Jalgaon
33	5009	Government Polytechnic, Nandurbar	Government	Nandurbar	Nandurbar
34	5012	Pravara Rural Education Society's Pravara Rural College Of Pharmacy, Pravaranagar	Government-Aided	Ahmadnagar	Rahata
35	6008	Government College of Pharmacy, Karad	Government	Satara	Karad
36	6010	Government Polytechnic, Kolhapur	Government	Kolhapur	Karveer
37	6011	Government Polytechnic, Avasari (Khurd)	Government	Pune	Ambegaon
38	6014	Government Residence Women Polytechnic, Tasgaon	Government	Sangli	Tasgaon
39	6015	Government Polytechnic, Miraj	Government	Sangli	Miraj
40	6017	Government Polytechnic, Solapur	Government	Solapur	Solapur North
41	6027	Maharashtra State Institute of Hotel Management & Catering Technology, Pune	Government	Pune	Pune City