



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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**Urgent / Web
Office Order**

No. 2A/ADG/ADM/2017-18/MHMCT-FC/ 594
Date: **13 JUN 2017**

Subject: Submission of Online application form , Verification of Documents, Confirmation of Application form for CAP for admission to the First Year of Post Graduate Degree Courses in Hotel Management & Catering Technology (MHMCT) for the academic year 2017-2018.

Facilitation Centers (FC) are hereby identified for the activities to be carried out such as Submission of Online Application Form, Verification of Documents, Scanning and uploading of documents Confirmation of Application form , Filling of Option Form , Issue of receipt /acknowledgement etc. for CAP. (List of FC is attached herewith)

The Director/Principal of the Institute working as FC should appoint one Coordinator (from senior faculty members) and required supporting staff having computer knowledge for this activity.

The role of FC's is as follows.

Activity-I: Submission of Online application form

- ❖ Submission of Online application form
- ❖ It is not mandatory to the candidate to use facility of FC for submission of application form activity.

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

- ❖ Document verification as per the list of documents on the Application form
- ❖ Scanning & uploading of documents.
- ❖ Printing and Issue of Receipt-cum-Acknowledgement
- ❖ It is mandatory to the candidate (in person) to report to FC for this activity.
- ❖ No charges should be collected from the candidate for this activity.

Note : F.C. Shall provide the facility to the candidate at free of cost to fill online option form for CAP round I,II and III

The Commissioner, State CET Cell, Mumbai will pay Rs.100/- (Rs. One 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 above activities 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.	FC Coordinator	5%
4.	Equal distribution amongst Data Verification Team/ Scrutiny Team/ Counselling Team (FC related activities) Guidance & Counselling 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%

If any FC is found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring candidates, FC will be liable for severe action by the Competent Authority.

The activity-I, is optional to the Candidates. The activity-II is mandatory to the Candidates.

FC shall contact to the respective Regional Offices for "how to activate their Institute as FC through the Institute Login" from the respective Regional Offices without fail.

The Minimum infrastructure required at FC is as follows,

1. 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 25 machines (PC) and printer should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /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 300 dpi resolution.
8. Adequate Electrical Power Backup facilities.(10 kva ,2 Hours backup)
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

All the Directors/Principals of the FCs are hereby informed to make the required infrastructure mentioned in order under reference ready and in working condition on or before the start of the receipt of the applications for First Year MHMCT admission.

Desk 3 (IT Cell) of this office shall work as Chief Coordinator for FC activities.

For any further clarification, the coordinator of FC should contact to this office on **022-22612139/22644859** during office hours.

Note:- All FC's shall be open from 10.30am to 05.30pm during the schedule including the Holidays and Sundays.

sd/-

(Chandrashekhar Oak, I.A.S.)
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 Director/Principal of the Facilitation Center for information and necessary action
3. Director, MKCL Mumbai, for integrating the entire FC into online system and providing necessary support.
4. Desk Officer, Desk No.3 (IT Section), Head Office, Mumbai

List of Facilitation Centres(FC) For MHMCT 2017-18

Sr. No.	FC Code	FC Name
1	1008	Government Polytechnic, Gadge Nagar, Post-Shivaji Nagar,V. M. V. Road, Amravati
2	2008	Government College of Engineering, Aurangabad. Station Road, Osmanpura, Aurangabad
3	2017	Government Polytechnic, Nanded. Veer Sawarkar Marg, Baba Nagar, Nanded , 431602
4	3009	Government Polytechnic, Ratnagiri.Near Thiba Palace, Ratnagiri , 415612
5	3023	St. Xavier's Technical Institute, Mumbai Mahim Causeway Road, Mahim, Mumbai , 400016
6	3257	Vidya Prasarak Mandal's Polytechnic, Thane.Chendani, Bunder Road, Jnanadweepa , College Campus Thane , 400601
7	4219	Yugantar Education Society's Shri Balasaheb Tirpude College of Hotel Management & Catering Technology,Nagpur
8	5218	A.J.M.V.P.S. Institute of Hotel Management & Catering Technology College, Ahmednagar
9	5219	Mahatama Gandhi Vidyamandir's College of Hotel Management & Catering Technology , Nashik Mumbai-Agra Highway, Panchavati, Nashik
10	6540	Maharashtra State Institute of Hotel Management & Catering Technology,Pune 412-C,K.M.Munshi Road, Shivaji Nagar Pune 411016
11	6250	D.Y. Patil College of Engineering and Technology, Kasaba Bavada,Taluka Karveer,Kolhapur

