



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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**Urgent/email
Office Order**

No. 2A/ADM/2018-19/MCA-FC/ 683
Date: **04 JUN 2018**

Subject: Appointment of Institutions as Facilitation Centers for MCA Courses for AY 2018-19

Admission Process for Admissions to First Year and Direct Second Year of Post Graduate Degree Courses in Computer Application (MCA) in all Govt. / Govt. Aided / Private Unaided/ University Managed and University Department Institutes in the State of Maharashtra for Academic Year 2018-19 has been started and the schedule for CAP shall be published by the Competent Authority shortly.

The Competent Authority, Commissioner, State CET Cell, has appointed Director Technical Education as the Nodal Officer to carry out the CAP activities for these admissions.

The list of selected institutions as Facilitation Center for admission to First Year and Direct Second Year of Post Graduate Degree Courses in Computer Application (MCA) and the roles & responsibilities and instructions for facilitation center are annexed herewith.

All the Principals/Directors of the FCs are hereby informed to make available the required manpower & infrastructure on or before the start of the receipt of the applications for First Year of Post Graduate Degree Courses in Computer Application (MCA) and strictly follow the related instructions.

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

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

Note: - All FC's shall be open from 10.30 am to 5.30 pm (including holidays) during the schedule.

(Dr. Abhay Wagh)

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 Principal/Director of the Facilitation Center for information and necessary action
3. Desk Officer, Desk No.3 (IT Section), Head Office, Mumbai

List of Facilitation Centre for Academic Year 2018-19 for MCA

Sr. No.	Institute Code	
1	1005	Sant Gadge Baba Amravati University,Amravati, SGB Amravati University, Near Tapowan, Amravati
2	1102	Vidya Bharati Mahavidyalaya Department of Research and PG Studies in Science & Management, Amravati, C. K. Naidu Road, Camp Area, Amravati
3	1105	Prof. Ram Meghe Institute of Technology & Research, Amravati, Anjangaon Bari Road, Badnera, Amravati
4	1107	P. R. Pote (Patil) Education & Welfare Trust's Group of Institution(Integrated Campus), Amravati, Shri Gajanan Township ,Pote Estate, Kathora Road, Amravati
5	1111	Shree Hanuman Vyayam Prasark Mandal's P.G. Department of Computer Science & Technology, Amravati, Hanuman Vyayam Prasarak Mandal, Hanuman Vyayam Nagar, Amravati
6	1113	Sadhana Shikshan Mandal, Saraswati College, Shegaon, S.No.374/1, Gaulkheda Road, Shegaon Dist. Buldhana
7	2001	Dr. B. A. M.University Dept. Of Management Science, Aurangabad, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 431004
8	2005	Dr. Babasaheb Ambedkar Marathwada Vidyapeeth,(Aurangabad) Sub Section - Osmanabad, Sub Section University Campus, Sub section - Osmanabad 413501
9	2007	Swami Ramanand Teerth Marathwada Vidyapeeth, Nanded, Swami Ramanand Tirth Marathwada Vidyapeeth, Vishnupuri, Nanded.431606
10	2008	Government College of Engineering, Aurangabad, Station Road, Osmanpura, Aurangabad
11	2020	Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, Vishnupuri, Nanded
12	2123	Shri Mahatma Basweshwar Edu. Society Institute of Computer Education, Latur, M.S. Bidve Enqq College Campus, Barshi Road, Latur 413531
13	2124	Maratha Education Society's Institute of Management studies & Information Technology, Aurangabad,Vivekanand College Campus, Samarth nagar ,Aurangabad 431001
14	2126	Gramodyogik Shikshan Mandal's Marathwada Institute of Technology, Aurangabad, P.B.-327, Satara Village Rd., off Beed By-Pass Highway ,Aurangabad
15	2130	Terna Public Charitable Trust's College of Engineering, Osmanabad, Solapur Road, Osmanabad
16	2132	M.G.M.'s Jawaharlal Nehru Engineering College, Aurangabad Mahatma Gandhi Mission's Jawaharlal Nehru Engg. College Campus, N-6, CIDCO - 431003
17	2519	Shri V. D. Deshmukh College of MCA, Kolpa Dist. Latur, At. Kolpa Post. Kasarkheda Tq. & Dist Latur 413512
18	3002	Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), Mumbai, B-Road, Churchgate, Mumbai 400020
19	3012	Veermata Jijabai Technological Institute(VJTI), Matunga, Mumbai, H.R. Mahajani Marg, Matunga, Mumbai
20	3032	S.N.D.T Women's University P.G.D. of Computer Science, Mumbai, Sir Vithaldas Thackersey Vidya Vihar, Juhu Road, Santacruz(w), Mumbai - 400049
21	3103	K. J. Somaiya Institute of Management Studies & Research, Mumbai, Vidyanagar, Vidyavihar (E), Mumbai 400077
22	3109	S.I.E.S. College of Management Studies, Mumbai, Sri. Chandrasekarandra Saraswathy Vidyapuram, Plot 1 E, Sector-5, Nerul, Navi Mumbai Raigad , 400706
23	3125	Audyogik Shikshan Mandal's Institute of Management & Computer Studies, Thane , C-4 Wagle Industial Estate, NearMulund Check Naka Thane(Mumbai) 400604
24	3127	NCRD's Sterling Institute of Management Studies, Navi Mumbai, Opp to Darave petrol pump,Plot No 93, Sector 19 Nerul (E), Navi mumbai 400706
25	3132	Dr. G D Pol Foundation YMT College of Management, Navi Mumbai, Intitucional Area, Sector 4 Kharqhar, Navi Mumbai 410 210
26	3146	Jawahar Education Society's Annasaheb Chudaman Patil College of Engineering,Kharghar, Navi Mumbai, Sector 4,Plot No-17,Kharghar, Navi Mumbai. Dist. Raigad
27	3162	Bharti Vidyapeeth's Institute of Management & Information Technology, Navi Mumbai, Sector 8. CBD, Belapur, Navi Mumbai 400614
28	3165	Viva School Of MCA, Virar (E), Viva School Of MCA, Virar (E)

Sr. No.	Institute Code	
29	3167	Mumbai Education Trust's Institute of Computer Science, Bandra (W), Mumbai, Gen. Arunkumar Vaidya Chowk, 2nd Floor, MET complex, Bandra Reclamation, Bandra(W), Mumba 400050
30	3168	Thakur Institute of Management Studies Career Development Research, Kandivali (E), Mumbai, Shyamanarayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai , 400101
31	3169	Late Bhausahab Hiray S. S. Trust's Institute of Computer Application, Bandra (E), Mumbai, S.No 341, Next to New English School,Opp. Kherwadi police station Govt. Colony, Bandra(E), Mumbai 400051
32	3173	Deccan Education Society's Navinchandra Mehta Institute of Technology & Development, Dadar, Mumbai, DES's Mumbai Campus, Kirti College Road, Dadar (W), Mumbai. 400028
33	3185	Vivekanand Education Society's Institute of Technology, Chembur, Mumbai, Hashu Advani Memorial Complex, Behind Collector Colony, R.C. Marg, Chembur, Mumbai
34	3200	Hope Foundation and research center's Finolex Academy of Management and Technology, Ratnaqiri, P- 60, P-60/1, MIDC, Mirjole Block, Ratnaqiri
35	3215	Bhartiya Vidya Bhavan's Sardar Patel Institute of Technology , Andheri, Mumbai, Bhavan's Campus, Versova Road, Munshi Nagar, Andheri (West), Mumbai
36	4004	Government College of Engineering, Chandrapur, Ballarsha Bypass Road,Chandrapur
37	4115	Shri Ramdeobaba College of Engineering and Management, Nagpur, Gittikhadan, Katola Road, Nagpur
38	4117	G.H. Raison Institute of Information Technology, 37-39/1, SHRADDHA PART, OFF HINGNA-WADI LINK ROAD, MIDC, NAGPUR, MAHARASHTRa 440028
39	4124	Amar Seva Mandal's Kamla Nehru Mahavidyalaya, Nagpur , Sakkardara Square, Nagpur 440009
40	4128	Ranibai Agnihotri Institute of Computer Information Technology, Wardha,Bapuji Wadi, Ramnagar Wardha , 442001
41	4133	Sanmarg Shikshan Sanstha's Smt. Radhikatai Pandav College of Engineering, Nagpur, Near Dighori Naka, Umrer Road, Bhadura, Nagpur
42	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur, Kh. No. 8/1, Mohgaon,Wardha Road,Nagpur
43	4152	Shri Shivaji Education Society Amravati's Science College (MCA), Nagpur, S.S.E.S.Amt's Science College(MCA) Congress Nagar, Nagpur 440012
44	4157	V. M. Vasant Commerce, J.M. Thakar Arts & J.J. Patel Science College,Nagpur, Wardhaman Nagar, Nagpur 440008
45	4188	Krushni Jivan Vikas Pratishthan, Ballarpur Institute of Technology, Mouza Bamni, Bamani, Rajapura Road, Tal. Ballarpur. Chandrapur
46	5002	Department of Computer Science, North Maharashtra University, Jalgaon, NH No 06, Post Box No. 80, Umavi Nagar, Jalgaon
47	5101	Khandesh College Education Society's Institute of Management & Research, Jalgaon, IMR Campus, Behind DIC, Opp. N.H. No.6 Jalgaon 425002
48	5108	Nashik District Maratha Vidya Prasarak Samaj's Karmaveer Adv.Babaurao Ganpatrao Thakare College of Engineering, Nashik Udoji Maratha Boarding Campus, Near Pumping Station, Gangapur Road, Nashik -422013
49	5111	B. P. Hivale Education Society's Institute of Management Studies Career Development Research, Ahmednagar, Opp.Ahmednagar college, Station Road, Ahmednagar 414001
50	5112	Padmashree Dr. Vithalrao Vikhe Patil Foundation's Institute of Business Management & Rural Development, Ahmednagar, Vilad Ghat, Post MIDC, Ahmednagar Ahmednagar , 414111
51	5121	K. K. Wagh Institute of Engineering Education and Research, Nashik, Hirabai Haridas Vidyanagari, Amrut Dham, Panchawati, Nashik
52	5131	C.H.M.E. Society's Dr. Moonje Institute for Management & Computer Studies, Nashik, B.M. College Campus,Rambhoomi, Gangapur Road,Savarkar Nagar, Nashik 422005
53	5150	R.C. Patel Educational Trust, Institute of Management Reasearch & Development, Shirpur, Near Karwand Naka, R.C.Patel School complex, Subhash colony, Dhule 425405
54	5151	MET Bhujbal Knowledge City MET League's Engineering College, Adgaon, Nashik., Bhujbal Knowledge City , MET's Institute Of Engineering, Adgaon, Nashik
55	5152	G. H. Raison Institute of Business Management,Jalgaon, Gat No 57,(Pachora Road)Shirsoli Road, At post Mohadi, Jalgaon 425003

Sr. No.	Institute Code	
56	5153	West Khandesh Bhagini Seva Mandal's Dr. Suryakanta R. Ajmera M.C.A. College for Women, Dhule, Vidyanagari, Near Datta Mandir, Deopur, Dist Dhule 424005
57	5181	Gokhale Education Society's, R.H. Sapat College of Engineering, Management Studies and Research, Nashik, Vidyanagar, College Road, Nashik 422 005
58	5385	Akole Taluka Education Society,s Technical Campus, Akole, Ahmednagar, Akole, Tal. Akole, Dist. Ahmednagar
59	5386	Dr. B.V. Hiray College of Management & Research Centre, Malegaon., Krishi Nagar, Malegaon camp, Dist. Nashik. 423105
60	5400	Piren's Insitute of Computer Technology, Loni, A/P Loni, Bk. Taluka Rahata, Dist. Ahmednagar
61	6005	Government College of Engineering, Karad, Vidyanagar, Karad Dist. Satara
62	6029	Yashwantrao Chavan School of Rural Development, Kolhapur, Vidyanagar, Kolhapur
63	6104	Dr. D. Y. Patil Institute of Management & Researchi, Pimpri, Mumbai-Pune Road, Opp. H. A. Ltd., Pimpri, Pune 411018
64	6109	MAEER's MIT School of Management, Pune, S. No. 124, 3rd Floor, Saraswati Vishwa Building, Paud Road, Kothrud, Pune 411038
65	6111	Progressive Education Society's Institute of Management & Career Development(MCA), Nigdi, Pune, Modern High School Compound, Sector No. 21, Yamuna Nagar, Nigdi, Pune 411044
66	6115	Allana Institute of Management Sciences, 2390-B, K. B. Hidaytullah Road, Azam Campus Camp, Pune 411001
67	6129	Jayawant Institute of Management Studies, Pune, Sr.No. 80, Pune-Mumbai Bypass Highway, Tathawade, Pune-411033
68	6135	Alard Institute of Management Sciences, Sr. No.47 & 50, Marunji, Nr.Rajiv Gandhi Infotech Park Phase-2, Hinjawadi Munshi, Pune 411027
69	6137	Vidya Pratishthan Institute of Information Technology, Baramati, Pune, Vidyanagari, Bhiqwan Road, Baramati Dist. Pune 413133
70	6139	Progressive Education Society's Modern College of Engineering, Pune, P.E.S. Modern College of Engineering, 1186 A, Shivajinagar, Off. J.M. Road, Pune
71	6145	JSPM'S Jaywantrao Sawant College of Engineering,Pune, S. No. 58, Indrayani Nagar, Handewadi Road, Hadapsar, Pune
72	6152	Zeal Education Society's Zeal Institute of Business Administration, Computer Application and Research, Pune, S. No. 39, Narhe, Behind Bhaviravnath Temple,Dayari-Narhe Road,Tal.- Haveli, Dist Pune 411041
73	6154	Institute of Industrial & Computer Management & Research, Nigdi, Pune, HS-2,Sector No 27A, Near Sant Tukaram Garden Pradhikaran, Nigdi, Pune 411033
74	6167	Kamla Education Society's Pratibha Institute of Business Management, Chinchwad, Pune, Block No. D-III, Plot No.3, MIDC, Chinchwad, Pune 411019
75	6170	Abhinav Education Society's Institute of Management and Research, Haveli, Pune, Survey No. 23, Narhe, Taluka Haveli, Dist. Pune 411041
76	6172	Dr. D. Y. Patil Educational Academy's D.Y. Patil Institute of Management, Talegaon Dabhade, Pune, Ambi Sr. No. 124, 126 Talegaon Dabhade, Tal Maval. Dist- Pune 410506
77	6175	Pimpri Chinchwad Education Trust, Pimpri Chinchwad College of Engineering, Pune, Sector 26, Pradhikaran, Nigdi Pradhikaran, Pune
78	6212	KIT's Institute of Management Education & Research, Kolhapur , 199/B, Gokul, Shirgaon, Kolhapur 416234
79	6213	Chh. Shahu Institute Of Business Edu And Res Vasantraodada Patil Institute Of Management Studies & Research, Sangli, Sangli - Miraj Road ,Wanlesswadi Sangli 446410
80	6228	Dr. D. Y. Patil Pratishthan's Pad. Dr. D.Y.Patil Institute of Master of Computer Applications, Akurdi, Pune , Akurdi, Sector-29, Nigdi Pradhikaran, Akurdi, Pune 411044
81	6231	Sinhgad Technical Education Society's Sinhgad Institute of Management ,Vadgaon(Budruk),S. No. 44/1, Opp Sinhgad Road, Vadgaon (Budruk), Pune 411041
82	6232	Maharashtra Education Society's Institute of Management and Career Courses (IMCC), Pune, 131, Mayur Colony, Kothrud, Pune 411029
83	6236	Sinhgad Technical Education Society's , Sinhgad Institute of Business Administration & Research, Kondhawa-Saswad Road, Pune, S.No. 40/4A, 40/4/B/1 Kondhawa - Saswad Road Kondhwa (Bk.) Pune 411 048

Sr. No.	Institute Code	
84	6239	Sinhgad Technical Education Society, Sinhgad Institute of Management & Computer Application, Narhe (Ambegaon), Pune, At Post Narhe, (Ambegaon), Off,Westerly by pass Pune- 411041
85	6240	Choudhary Attar Singh Yadav Memorial Education Trust's Siddhant Institute Of Computer Application, Sudambare, Chakan Talegaon Road, Sudumbare, Tal - Maval, Dist - Pune 412109
86	6755	JSPM Narhe Technical Campus, Pune., S.No.12/2/2, 14/9, Narhe, Pune 411041
87	6757	Yashoda Technical Campus, Wadhe, Satara., S.No.242/1, At post Wadhe,Tal.& Dist. Satara. 415011
88	6772	NBN Sinhgad Technical Institutes Campus, Pune, 10/1, Ambegaon Budruk, Tal.Haveli, Dist.Pune. 411041
89	Not available	Solapur University, Solapur-Pune National Highway, Kegaon, Solapur 413255



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Roles & Responsibility, Infrastructure requirement and Payment to Facilitation Centers for Admission to Professional Technical Courses for Admission in Academic Year 2018-19.

The Commissioner, State Common Entrance Test Cell, Maharashtra State, (Competent Authority) shall carry out the Admission Process for Admissions to various Post Graduate /Under Graduate / Diploma Courses for Academic Year 2018-19 as per the Admission Rules and Government Resolutions.

The Director Technical Education is the Nodal Officer to carry out the CAP activities under the supervision and Control of Competent Authority. The schedule for CAP shall be published by the Competent Authority.

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

The role of Facilitation Center is as follows.

Activity-I: Submission of Online Application Form

1. Submission of Online application form
2. Scanning & uploading of required documents
3. Printing of submitted Application Form (One Copy)

Note:

- a) No charges should be collected from candidate for filling & submission of Online Application Form.
- b) It is **not mandatory** for the candidate to use the facilitation of FC for this activity.

Activity-II: Verification of Documents, Confirmation of Application form.

1. Document verification as per the list of documents on the Application form
2. Scanning & uploading of documents.
3. Candidate will come to FC with print of online filled & confirmed application form & one set of copy of uploaded documents. FC shall verify all documents and put **FC stamp with date & Signature on all copies of documents** and return the same set of documents to the candidate along with Receipt -cum-Acknowledgement of application form. (Candidate shall submit FC stamped & verified set of documents to ARC for re-verification after the allotment and then to the Institute for admission as per the schedule)
4. Handling of Grievances received from the Candidates (As per the notified schedule)

Note:

- a) It is **mandatory** for the candidate to report to FC for this activity.
- b) No charges should be collected from the candidate for this activity.

Activity-III: Submission of Online Option Form for CAP Round I, II & III (Additional, if any)

1. Facilitate the candidate for Submission of Online Option Form.
2. Printing of Submitted Option Form

Note:

- a) No charges should be collected from the candidate for filing of Online Option Form.
- b) It is **not mandatory** for the candidate to use the facilitation of FC for this activity.

Important Instructions to FC: -

1. FC shall contact to the respective Regional Offices for "**How to declare their Institute as FC through the Institute Login**".
2. The FC shall assist the aspiring candidate in submission of Online Application Form.
3. Role of FCs is limited to verification of documents and confirmation of application form and they should not insist or compel candidates to fill & confirm option form at the FC.
4. FC has to certify that "All original documents are verified by them."
5. FCs should scrutinize and verify the documents carefully with at most correctness. Any fault or negligence at the level of FC will be dealt seriously. Due to fault or negligence on the part of FC if any candidate has to

suffer after admission, responsibility of such admission will be fixed on particular person working in FCs and appropriate action will be taken against such persons.

6. If any FC found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring candidates, FC will be liable for severe action like non payment of honorarium dues and /or disqualified as FC activities henceforth.

Payment against services provided as FC: -

The Competent Authority will pay ₹.110/- (Rs. One Hundred and Ten Only) per confirmation of receipt of Application Form after successful completion of the CAP. The distribution of the amounts collected under above activities amongst 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 (Stationary & Other Expenses 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%
	Total	100%

The FC 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 machine, 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 Hours 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

All Principals of the FCs are hereby informed to make the above infrastructure ready and in working condition before the start of the receipt of the Online Application form and they are required to setup separate facilitation center for submission of online application form as per requirement for smooth conduct of the receipt of the online application and option form.

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

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

Note: - All FC's shall be 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, 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:-

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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 & making arrangement of Video Conferencing/ Webinars for training purpose.
2. The Principal/Director of the Facilitation Center for information and necessary action
3. Desk Officer, Desk No.3 (IT Section), Head Office, Mumbai.

