



DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE

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**Urgent / Web
Office Order**

**No. 2A/ADG/ADM/2012-2013/ARC/527
Date: 21th April 2012**

Subject: Online Submission of Application & Option forms for the admission to the First Year Post Graduate Courses in MBA/MMS/PGDM/PGDBM and ARC Training for the academic year 2012-2013.

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 2012-2013.

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 Centers 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 desk3@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

- ❖ 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 CAT-2011 / CMAT 2012 score card(s) 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

- ❖ 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, schedule and mode of payment from/to the ARC will be communicated separately.

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

The Minimum infrastructure required at ARC is as follows,

1. 5 Nos. Pentium V or higher PC for Confirmation and 15 Nos Pentium IV or higher PC for facilitation.
2. Windows XP/2003/Vista/7 or higher Operating System with up to date security & service patches
3. Microsoft Office at least 2000/XP/2003/2007 on single machine, Adobe Acrobat Reader 10.0 or above.
4. All the 20 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 2 Mbps ADSL/Wimax /Leased line with Proxy Server for Internet sharing on the entire PCs. (Minimum 2Mbps Broadband 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)

The activity of verification of documents and confirmation of Application form for CAP of MBA/MMS/PGDBM/PGDM is scheduled from 10th May 2012 to 31th May 2012.

The required training of the operation & procedure to all the ARCs is scheduled on 5th May 2012 between 2.00 PM to 5:00 PM at Conference Hall of Sydenham Institute of Management Studies & Research & Entrepreneurship Education, B-Road, Churchgate, Mumbai.

The training will focus on the verification of documents, receipt of the application form for CAP for the MBA/MMS/PGDBM/PGDM admission for the academic year 2012-2013. Each ARC should depute their ARC coordinator along with one responsible officer for the training program minimum at the level of lecturer having information technology background.

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 the receipt of the applications for MBA/MMS/PGDBM admission. The ARCs are required to setup separate facilitation center for aforesaid activities as per requirement for smooth conduct of the receipt of the application form.

TA & DA for the training programme will be borne by the respective institutes.

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

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

Sd/-

(Dr. Subhash 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 for aforesaid activity and depute for training.
2. The Director, SIMSREE, Mumbai for necessary action/arrangements.
3. 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 2012-2013**

College Code	Location	Name, Address and Contact details
<i>Mumbai University, Mumbai</i>		
3002	South Mumbai	Sydenham Institute of Management Studies , Research & Entrepreneurship Education, B Road Churchgate, Mumbai - 400020
3135	Andheri (W) (Mumbai)	Manjara Charitable Trust's Rajiv Gandhi Institute of Technology, Andheri (West), Mumbai-400053
3106	Bandra(W) (Mumbai)	MET's Institute of Management, Gen. Arunkumar Vaidya Chowk, Bandra (W), Mumbai- 400050
3102	Bandra(E) (Mumbai)	Chetana's Ramprasad Khandelwal Institute of Management & Research, Survey No. 341, Govt. Colony, Bandra (E), Mumbai-400051
3139	Wadala(E) (Mumbai)	Vidyalankar Institute of Technology, Vidyalankar College Marg, Wadala (E), Mumbai-400037 Phone No: (022) 24324342, 24306367 Fax No. : (022) 24228892
3107	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
3103	Vidyavihar (Mumbai)	K. J. Somaiya Institute of Management Studies & Research, Vidyanagar, Vidyavihar (E), Mumbai- 400077
3113	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
3118	Kandivali(E) (Mumbai)	Zagdu Singh Chartitable Trust's Thakur Institute of Management Studies & Research, Shyam Narayan Thakur Marg, Thakur Village, Kandivali (E), Mumbai-400101
3130	Thane	VPM's Dr. V.N. Bedekar Institute Of Management Studies, Jnandweepa, Chendani Bunder Road, Thane (W), Mumbai- 400601
3116	Vashi (New Mumbai)	Agnel Charities Agnel Seva Sangha's Fr. C. Rodrigues Inst. of Management. Studies, Sector 9A, Vashi, Navi Mumbai - 400703
3127	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
3114	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
3009	Ratnagiri	Government Polytechnic, Ratnagiri Near Thiba palace, Ratnagiri -415612

<i>Pune University, Pune</i>		
6110	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
6109	Pune	MAEER's MIT School of Management, S. No. 124, 3rd Floor, Saraswati Vishwa Building, Paud Road, Kothrud, Pune-411038
6116	Pune	Bansilal Ramnath Agarawal Charitable Trust's Vishwakarma Institute of Management, S. No. 3/4, Kondwa(BK),Pune-411048
6129	Pune	JSPM's Jayawant Institute of Management Studies, S. No. 80/3, Pune-Mumbai By Pass Highway, Tathawade, Pune- 411033
6113	Pune	Sinhgad Technical Education Society's Sinhgad Institute of Management, S.No.44/1, Vadgaon (BK), Off-Sinhgad Road, Pune-411041
6104	Pune	Dr. D. Y. Patil Institute of Management & Research, Mumbai-Pune Road, Opp. H. A. Ltd., Pimpri, Pune- 411018
5114	Nashik	Ghokhale Education Society's J. D. C. Bytco Institute of Management Studies & Research, Principal T. A. Kulkarni Vidyanagar Collage Road, Nashik-422005
5113	Nashik	Nashik District Maratha Vidya Prasarak Samaj's Institute of Management Research & Technology M. V. P. Campus, Gangapur Road, Shivaji Nagar, Nasik, - 422002
5120	Nashik	MET's Institute of Management, Adgaon, Nashik Bhujbal Knowledge City, MET Leauge of Colleges, Adgaon Dist. Nashik, Maharashtra, - 422003 Phone No: (0253) 2303515 Fax No. : (0253) 2303267
5162	Sangamner	Amrutvahini Sheti & Shikshan Vikas Sanstha's Amrutvahini College of Engineering, Sangamner P.O.: Sangamner Sakhar Karkhana, Tal : Sangamner,, - 422608
5112	Ahmednagar	Padmashree Dr. Vithalrao Vikhe Patil Foundation's Institute of Business Management & Rural Development, Vilad Ghat, Post MIDC, Ahmednagar- 414111
<i>North Maharashtra University, Jalgaon</i>		
5008	Jalgaon	Government Polytechnic, Jalgaon National Highway No-6, Jalgaon-425002
5001	Jalgaon	Department of Management Studies, North Maharashtra University, Umavi Nagar, Jalgaon- 425001
<i>Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.</i>		
2008	Aurangabad	Government College of Engineering, Near Osmanpura Post Office, Aurangabad
2101	Aurangabad	Mahatma Gandhi Mission's Institute of Management, MGM Campus, N-6, CIDCO, Aurangabad-431003
<i>Swami Ramanand Teerth Marathwada University, Nanded</i>		
2020	Nanded	Shri Guru Gobind Singhji Institute of Engineering and Technology, Vishnupuri, Nanded-431608
2015	Latur	Puranmal Lahoti Government Polytechnic, Latur Ausa Road , Latur- 413531

Shivaji + Solapur University		
6007	Sangli	Walchand College of Engineering, Vishrambag, Sangli- 416415
6005	Karad	Government College of Engineering, Vidyanagar, Karad, PIN 415124
6010	Kolhapur	Government Polytechnic, Kolhapur, Vidyanagar, Kolhapur
6017	Solapur	Government Polytechnic, Solapur 4, Akkalkot Road, Solapur
6220	Pandharpur	Shri Vithal Education and Research Institute's College of Engineering, P.O. Box No. 54, Gopalpur - Ranjani Road, Gopalpur, Pandharpur - 413304
6406	Satara	Rayat Shikshan Santha's Karmaveer Bhaurao Patil College of Engineering, Near circuit house, Sadar Bazar, Satara – 415 001
S. G. B. Amravati University, Amravati		
1001	Amravati	Department of Business Administration & Management , Sant Gadge Baba Amravati University, Amravati-444602
1102	Amravati	Vidya Bharati Mahavidyalaya. Department of Research and PG Studies in Science & Management , C. K. Naidu Road, Camp Area, Amravati-444602
1101	Shegaon	Shri Sant Gajanan Maharaj College of Engineering, College Campus, Khamgaon Road, Shegaon-444203
R.T.M. Nagpur University, Nagpur		
4004	Chandrapur	Government College of Engineering, Chandrapur C/o. Sukhada Processing Plant Building, Jivan Safalya Colony, Ramnagar, Chandrapur-442401
4115	Nagpur	Shri. Ramdeo Baba Kamla Nehru Engineering College, Nagpur Ramdeo Tekdi, Gittikhadan, Katol Road, Nagpur
4116	Nagpur	G.H.Raisoni College of Engineering , C.R.P.F. Gate No.3, Digdoh Hills, Hingna Road, Nagpur – 440016
4125	Nagpur	Jai Durga Bahuudeshiya Sanstha's Orange City Institute of Higher Education, Nagpur Green Heaven,Village Zari, Tah.Nagpur Rural, Dist.Nagpur, - 440010
4109	Nagpur	Datta Meghe Institute of Management Studies, Nagpur Atrey Layout, Behind Tatya Tope Hall, Nagpur, - 440022
4118	Wardha (Sevagram)	Yashwant Rural Education Society's Bapurao Deshmukh Engineering College, Sevagram, Dist. Wardha