



**DIRECTORATE OF TECHNICAL EDUCATION,
MAHARASHTRA STATE**

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12 JUL 2019

The Government of Maharashtra has declared Director, Directorate of Technical Education, Maharashtra State, Mumbai as Competent Authority to carry out the Centralized Admission Process (CAP) activities for Admission to various Technical Diploma Courses.

Your institute has been selected as Admission Reporting Centre (ARC) for the admissions of various **First Year of Post HSC Diploma in Pharmacy, Surface Coating Technology and Hotel Management & Catering Technology** courses for the Academic Year 2019-20 (The list showing the institute and related program/course for which it has been selected as ARC is enclosed).

The Director/Principal of the selected institute as an ARC shall appoint a Coordinator (from senior faculty members) and supporting staff having computer knowledge for this activity. All Principals of the ARC shall also arrange for the infrastructure as required for ARC in working condition before the start of the ARC.

• **Roles and Responsibilities of the Admission Reporting Centre (ARC)**

1. **Guidance and Counseling:** Every ARC shall make necessary arrangements for guidance and counseling of the candidates/parents.
 - a. ARC shall display all the Circulars and Notifications of the Government/ Directorate for the information of candidates.
 - b. ARC shall display information about various Government Schemes about Scholarships, Reservation, etc.
2. **Reporting of Admissions:** A Candidate who has been allotted a seat shall download the "Provisional Seat Allotment Letter", for Seat Acceptance.
 - a. Candidate shall pay Seat Acceptance Fee of Rs. 1000/- (For all categories) through Online mode of Payment (Credit Card / Debit Card/ Internet Banking)
 - b. The seat will be confirmed by the ARC after verification of the original documents in support of the claims made in the application and ensuring that the candidate meets all the eligibility norms.
 - c. **In the event, the candidate fails to produce the documents in support of the claim; ARC shall not process the Seat Acceptance request. However the following corrections are permitted at ARC after due verification of supporting documents.**

- (i) Change of gender from male to female and vice-versa;
- (ii) Error while entering marks obtained by candidate in examination. However, the change in the merit number due to increase in the marks will not be permitted;
- (iii) Error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.
- (iv) Removal of minority status due to failure of submission of supporting documents;
- (v) Removal of Disability status due to failure of submission of supporting documents;
- (vi) Removal of Defence status due to failure of submission of supporting documents in case of Diploma engineering courses.
- (vii) Change in Type of Candidature;
- (viii) Change in Home District;
- (ix) Removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents in case of Diploma engineering courses.;
- (x) Change in group/sub-group pertaining to Direct second year Diploma admissions;
- (xi) Change in Qualification.

Apart from the above no other change or rectification shall be allowed.

- d. Candidate shall produce the set of copies certified by FC for verification to ARC. The ARC shall verify and certify the ' set of copies certified by ARC ' from Original document and put ARC stamp with date and Signature and return original and certified documents.

3. **Issue Receipt-cum-Acknowledgement:** The ARC shall update **online** seat acceptance status and issue a system generated Receipt cum Acknowledgement. **Ensure that the Receipt cum acknowledgement is generated through online system only.**

4. **Record Keeping:** The ARC shall maintain the records of the candidates reported for the Seat Acceptance. They shall verify the number of reportings on each day and confirm it from the daily report available through ARC login.

• **Other Instructions:**

- a. The Co-coordinator shall contact the Regional Office for activating the ARC Login.
- b. The candidate shall report for Seat Acceptance during first reporting only.

- c. The candidate, who wants to reject the seat allotted, can do so by **not remitting** the seat acceptance fee at the ARC in scheduled period.
 - d. ARC should scrutinize and verify the documents with utmost care. Any fault / negligence at the level of ARC shall be dealt seriously.
 - e. Due to the fault or negligence on the part of ARC, if any Candidate suffers after admission, responsibility of such admission will be fixed on particular person working in the ARC and appropriate action will be taken against such person/s.
 - f. If any ARC is 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.
5. If due to any reason/s, confirmation of admission can not be done at ARC then the candidate shall be given the reason by ARC in writing and a copy of the same shall be preserved with ARC (signature of candidate taken on that copy with date and time.)

• **Payment against Services provided by ARC:**

The competent authority will pay ₹. 110/- (Rs. One Hundred and Ten Only) per Confirmed Application form by the ARC, after completion of CAP activities. Following are the guidelines for the distribution of the amount at ARC

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.	ARC Coordinator	5%
4.	Equal distribution amongst Data Verification Team/ Scrutiny Team/ Counseling Team (ARC related activities) Guidance & Counseling 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%
Total		100%

• **The ARC 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 candidate's use.
2. Windows 8 or higher Operating System with upto date security & service patches
3. Microsoft Office 2003 or higher version on all machines, 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 Laser Jet Network Printers.
 7. Minimum 4 Scanners (3 for A4 and 1 for A3) with minimum 300 dpi resolution.
 8. Adequate Electrical Power Backup facilities. (10 KVA,2 Hrs 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
- For any further clarification, the coordinator of ARC should contact Regional Office or this office on 022-22612139/22644859/022-68597465.
 - Desk 3 (IT Cell) of this office shall work as Chief Coordinator for ARC activities.
 - Note: - All ARC's shall remain 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,

Directorate of Technical Education,
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 ARC for information and necessary action
3. System Analyst, Desk No.3 (IT Section), Head Office, Mumbai.
4. Four Pillars Infotech India Pvt ltd, Pune
5. Synthesys Solutions Pvt. Ltd, Pune.

List of ARC institutes for First Year Post HSC Pharmacy, HMCT, SCT for the A.Y. 2019-20

Sr. No.	ARC Code	Name of Admission Reporting Centers (ARC)	Address of Admission Reporting Centers (ARC)	Admission Reporting Centers (ARC) Status
1	1006	Government Polytechnic, Murtijapur	National Highway No.6,Hendaj, Amravati Road, Murtizapur Akola	Government
2	1007	Shree Shivaji Education Society's Dr. Panjabrao Deshmukh Polytechnic, Amravati	Shivaji Nagar, Amravati	Government-Aided
3	1008	Government Polytechnic, Amravati	Gadge Nagar, Post-Shivaji Nagar,V. M. V. Road, Amravati	Government
4	1009	Government Polytechnic, Khamgaon	Jalamb Road, Khamgaon Dist. Buldhana	Government
5	1010	Government Polytechnic, Washim	Resod Road,Washim	Government
6	1011	Government Polytechnic, Yavatmal	Dhamangaon Road, Yavatmal	Government
7	1014	Geetadevi Khandelwal Institute of Pharmacy, Akola	Godbole Ploat, Dabki Road, Akola	Government-Aided
8	1015	Government Polytechnic , Achalpur	Nehru Maidan, Achalapur Camp Amravati	Government
9	2010	Government Polytechnic, Aurangabad	Osmanapura,Aurangabad Aurangabad , 431005	Government
10	2011	Government Polytechnic, Beed	Nathapur Road, Beed , 431122	Government
11	2012	Government Polytechnic, Hingoli	Hingoli P-9 M.I.D.C Nimbala , Hingoli 431513	Government
12	2013	Government Polytechnic, Ambad	C/O Govt. Iti Campus, Beed Road, Ambad, Dist. Jalna 431203	Government
13	2014	Government Polytechnic, Jalna	Nagewadi, Aurangabad Road, Jalna , 431203	Government
14	2015	Puranmal Lahoti Government Polytechnic, Latur	Ausa Road Latur , 413531	Government
15	2016	Government Residential Women's Polytechnic, Latur	Barshi Road, Latur , 413531	Government
16	2017	Government Polytechnic, Nanded	Veer Sawarkar Marg, Baba Nagar, Nanded , 431602	Government
17	2018	Government Polytechnic, Osmanabad	Tuljapur Road, Osmanabad , 413501	Government
18	2019	Government Polytechnic, Jintur	Yeldari Road, Jintur Dist.Parbhani	Government
19	2022	Maulana Azad Education Society's Kamla Nehru Polytechnic(Pharmacy) Aurangabad	Rauza Baugh, P.B.No.65, Aurangabad , 431001	Government-Aided
20	2023	Jai Bhavani Shikshan Prasarak Mandal's Institute Of Pharmacy, Gadhi Georai	Shivajinagar(Gadhi), Georai, Beed , 413127	Government-Aided
21	2024	Maharashtra Shikshan Samiti's Maharashtra Polytechnic (D. Pharmacy) Institute, Nilanga, Latur	Nilanga Latur , 413521	Government-Aided
22	2025	Panchakshri Shivacharya Trust's Channa Basweshwar Institute Of D. Pharmacy, Latur	Kava Road,Basweshwar Chowk, Latur 413512	Government-Aided

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23	2026	Shri Sharda Bhavan Education Society's Nanded Pharmacy College (Polytechnic), Nanded	Opp. Kasturba Matru Seva Kendra, Ssbes Campus Nanded , 431605	Government-Aided
24	2027	Adarsh Shikshan Prasarak Mandal's Diploma In Pharmacy Institute, Osmanabad	Keshav Nagar, Ghatnagari Road, Post Box No.39,Osmanabad [M.S.] 413501	Government-Aided
25	3006	Government Institute of Printing Technology, Mumbai	J.J School Of Architecture Compound, Near Cst Station, Mumbai 400001	Government
26	3007	Government Polytechnic, Mumbai	49, Ali Yawar Jung Marg, Kherwadi, Bandra(E), Mumbai 400051	Government
27	3008	Government Polytechnic, Pen	At Post Ramwadi, Tal.Pen, Dist.Raigad. Raigad , 402107	Government
28	3009	Government Polytechnic, Ratnagiri	Near Thiba Palace, Ratnagiri , 415612	Government
29	3010	Government Polytechnic, Malvan	A/P Kumbharmath, Malvan, Sindhudurg , 416606	Government
30	3011	Government Polytechnic, Thane	At Phadke Pada, Opp. Bharat Gears,Mumbra Shil Road,Opp Bharat Ltd. Thane , 400612	Government
31	3013	Government Polytechnic, Vikramgad.	ZadPoli, Shil Road, at post Shil, Tal. Vikramgad, District Palghar	Government
32	3025	Shri Bhagubhai Mafatlal Polytechnic, Mumbai	N.R.G. Gadkari Marg, Mumbai , 400056	Government-Aided
35	3027	PREMLILA VITHALDAS POLYTECHNIC Pharmacy, Santacruz(W), Mumbai sub	SNDT Women's University, Juhu Road, Santacruz(W), Mumbai sub	University Managed
33	3039	Hydrabad (Sind) National Collegiate K.M.Kundanani Pharmacy Polytechnic,Ulhasnagar Dist-Thane	Opp. Ulasnagar Railway Station, Thane , 421003	Government-Aided
34	3040	Dr. Babasaheb Ambedkar Tech.University,Institute of Petrochemical Engineering,Lonere,Raigad	Vidyavihar,P.O.Lonere,Tal-Mangaon. Raigad , 402103	University Managed
36	4004	Government College of Engineering, Chandrapur	Ballarsha Bypass Road,Chandrapur - 442403	Government
37	4008	Government Polytechnic, Sakoli	Sendur Wafa,Sakoli Dist Bhandara 441802	Government
38	4009	Government Polytechnic, Bramhapuri	Bramhapuri Chandrapur , 441206	Government
39	4010	Government Polytechnic, Gadchiroli	M.I.D.C Road Gadchiroli , 442605	Government
40	4011	Government Polytechnic Gondia	Fulchur Tola, Near Iti, Sakoli Road, Gondia 441601	Government

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41	4013	Government Polytechnic, Arvi	Arvi. Wardha , 442201	Government
42	4015	Acharya Shrimannarayan Polytechnic, Pimpri-Wardha	Arvi Road, Pimpri, Wardha 442001	Government-Aided
43	4020	Shikshan Prasarak Mandal's Smt. Kusumtai Wankhede Institute of Pharmacy, Katol	Katol Nagpur , 441302	Government-Aided
44	4021	Vidharbha Youth Welfare Society's Institute of Diploma in Pharmacy Bargaon Meghe, Wardha	Bargaon {Meghe} Wardha , 442001	Government-Aided
45	4022	Government Institute of Hotel Management & Catering Technology, Nagpur	Govt. Polytechnic Campus, Nagpur , 440001	Government
46	5006	Government Polytechnic, Ahmednagar	Post Box No. 71, Burudgaon Road, Ahmednagar 414001	Government
47	5007	Government Polytechnic, Dhule	Vidyanagri Deopur Dhule , 424005	Government
48	5008	Government Polytechnic, Jalgaon	Near Asian Highway No. 46 Jalgaon , 425002	Government
49	5009	Government Polytechnic, Nandurbar	Near Dubkeswar Mahadev Mandir, Mauje Hol tarfe Haveli, Nandurbar	Government
50	5010	Government Polytechnic, Nashik	New Bldg Campus, Samangaon Road Nashik , 422101	Government
51	5012	Pravara Rural Education Society's Pravara Rural College Of Pharmacy, Pravaranagar	A/P LONI BK, PRAVARANAGAR, TAL-RAHATA, DIST.AHMEDNAGAR 413736	Government-Aided
52	5013	Mahatma Gandhi Taluka Shikshan Mandal's Sharadchandrika S. Patil Inst of Technology, Chopda	CHOPDA Jalgaon , 425107	Government-Aided
53	5014	Anjuman Imdadut Tulba's Institute Of Pharmacy, Malegaon(Nashik)	P.O.BOX-123, S.NO.100, PHARMACY NAGER, MALEGAON Nashik , 423203	Government-Aided
54	6007	Walchand College of Engineering, Sangli	Walchand College of Engineering, Vishram Bagh, Sangli	Government-Aided
55	6008	Government College of Pharmacy, Karad	Vidya Nagar, Karad Dist.Satara	Government
56	6010	Government Polytechnic, Kolhapur	Vidyanagar, Kolhapur 416004	Government
57	6011	Government Polytechnic, Awasari (khurd)	Awasari (Khurd) Tal. Ambegaon Dist Pune 415405	Government
58	6013	Government Polytechnic, Pune	Ganesh khind, Shivaji Nagar, Pune. 411016	Government
59	6014	Government Residence Women Polytechnic, Tasgaon	Manerajuri Road, Tasgaon, Sangli 416312	Government
60	6015	Government Polytechnic, Miraj	Near Maji Sainik Vasahat, Vidyanagar Sangli , 416410	Government

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61	6018	Institute of Civil and Rural Engineering(aided), Gargoti, Kolhapur	Hutatma Murlidhar Nagar, Gargoti, Kolhapur 416209	Government-Aided
62	6019	Maharashtra Institute of Printing Technology(Aided), Pune	1786, Sadashiv Peth Pune , 411030	Government-Aided
63	6020	Cusrow Wadia Institute of Technology(Aided), Pune	19, Bundgarden Rd.,Pune Pune , 411001	Government-Aided
64	6024	Bharti Vidyapeeth's Institute of Pharmacy (Aided Wing), Pune	Paud Road Erandwane(More Vidyalaya Campus) Pune , 411038	Government-Aided
65	6025	Shri Swami Vivekanand Shikshan Santha's Institute Of Pharmacy,Miraj	Shri Shikshanmaharshi Dr.Bapuji Salunkhe College Campus, Pandharpur Road, Miraj Sangli , 416410	Government-Aided
66	6026	Dakshin Solapur Taluka Shikshan Mandal's College Of Pharmacy (Poly), Solapur	JULE SOLAPUR RD. Solapur , 413004	Government-Aided
67	6027	Maharashtra State Institute of Hotel Management & Catering Technology,Pune	412-C, Shivaji Nagar, Pune , 411016	Government
68	6237	Deccan Education Society's Technical Institute ,Pune	BMCC Road,P.B.No 816,Deccan Gymkhana , Pune	Government-Aided