





महाराष्ट्र शासन

राज्य सामाईक प्रवेश परीक्षा कक्ष,महाराष्ट्र राज्य,मुंबई

८ वा मजला, न्य एक्सलिसअर इमारत, ए.के.नायक मार्ग, फोर्ट, मुंबई ४०० ००१.

ई-मेल: maharashtra.cetcell@gmail.com

दुरध्वनी क्र. ०२२-२२०१६१५९. वेबसाईट :www.mahacet.org

क्र.रासाप्रपक/तंशिप्र-१२२२/प्र.क्र.०७/CAP/सविधा केंद्र (FC)/परिपत्रक/२०२२/**१322** दिनांक.

परिपत्रक

विषय : तंत्रशिक्षण विभागांतर्गत प्रवेश प्रक्रियेसाठी सुविधा केंद्रे (FC) नोंदणीबाबत....

राज्य सामाईक प्रवेश परीक्षा कक्षामार्फत विविध व्यावसायिक पदवी व पदव्यत्तर अभ्यासक्रमांच्या सामाईक प्रवेश परीक्षा व त्यावर आधारित केंद्रीभृत प्रवेश प्रक्रिया राबविण्यात येतात.

त्या अनुषंगाने राज्य सामाईक प्रवेश परीक्षा कक्षाच्या तंत्रशिक्षण विभागामार्फत विविध व्यावसायिक अभ्यासक्रमांकरिता सन २०२१-२०२२ मध्ये केंद्रीभूत प्रवेश प्रक्रीयेकरीता सुविधा केंद्रे (Facilitation Centre) नेमण्यात आली होती.

शैक्षणिक वर्ष २०२२-२३ करिता सुविधा केंद्रासाठी इच्छक महाविद्यालयांना राज्य सामाईक प्रवेश परीक्षा कक्षाच्या संकेतस्थळावर दि. २१/०७/२०२२ ते ०५/०८/२०२२ या कालावधीत नोंदणीकरीता पोर्टल https://fcreg2022.mahacet.info/ उपलब्ध करून देण्यात आले होते.

परंतु अद्याप काही शासकीय / शासकीय अनुदानित / विद्यापीठ संचालित महाविद्यालयांनी अजून नोंदणी न केल्याचे निदर्शनास आले असून सोबत जोडण्यात आलेल्या यादीत नमूद शासकीय / शासकीय अनुदानित / विद्यापीठ संचालित महाविद्यालयांनी शैक्षणिक वर्ष २०२२-२३ करिता सुविधा केंद्रे (Facilitation Centre) साठीची परिपूर्ण नोंदणी दि. २०/०८/२०२२ पर्यत करणे अनिवार्य आहे.

स्विधा केंद्राकरिता मार्गदर्शक सूचना (FC Guidelines) सोबत जोडल्या आहेत.

सही /-(रविंद्र जगताप) भा.प्र.से. आयुक्त राज्य सामाईक प्रवेश परीक्षा कक्ष महाराष्ट्र राज्य,मुंबई

STATE COMMON ENTRANCE TEST CELL, MUMBAI

SN	Course Name	Inst Code	Institute Name and Address	Status
1	MBA	1005	Sant Gadge Baba Amravati University, Amravati, SGB Amravati University, Near Tapowan, Amravati-SGB Amravati University, Near Tapowan, Amravati	University Department
2	MBA	2001	Dr. B. A. M.University Dept. Of Management Science, Aurangabad, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 431004-Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 431004	University Department
3	MBA	2002	Dr. Babasaheb Ambedkar Marathwada University, Sub Centre, Osmanabad-C/o Govt. Ayurvedic College, Tuljapur Road, Osmanabad. 413501	University Department
4	MBA	2003	Swami Ramanand Teerth Marathwada University, School of Commerce & Management Science, Nanded-Vishnupuri, Nanded 431606	University Department
5	МВА	2004	School of Management, Swami Ramanand Teerth Marathwada University, Sub Centre, Peth, Latur-School of Management, Swami Ramanand Teerth Marathwada University, Sub Centre Peth, Ausa Road, Latur 413531	University Department
6	MBA	2020	Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, Vishnupuri, Nanded-Vishnupuri, Nanded	Government-Aided
7	MBA	3002	Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), Mumbai, B-Road, Churchgate, Mumbai 400020-B-Road, Churchgate, Mumbai 400020	Government
8	MBA	4001	Department of Business Management, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur-Law college compound, Amravati Road, Nagpur	University Department
9	MBA	4004	Government College of Engineering, Chandrapur, Ballarsha Bypass Road,Chandrapur-Ballarsha Bypass Road,Chandrapur	Government
10	MBA	4024	Gondwana University Department of Management-Gondwana University, MIDC Road Complex, Gadchiroli	University Department
11	MBA	5001	Department of Management Studies, North Maharashtra University, Jalgaon-P.B. No. 80, North Maharashtra University, Umavi Nagar, Jalgaon	University Department
12	MBA	5015	Savitribai Phule Pune University Sub Centre, Nashik-Nashik	University Department
13	MBA	6002	Department of Commerce & Management, Shivaji University, Kolhapur- Shivaji University, Vidyanagar, Kolhapur	University Department
14	MCA	1005	Sant Gadge Baba Amravati University, Amravati, SGB Amravati University, Near Tapowan, Amravati-SGB Amravati University, Near Tapowan, Amravati	University Department
15	MCA	2001	Dr. B. A. M.University Dept. Of Management Science, Aurangabad, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 431004-Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 431004	University Department
16	MCA	2005	Dr. Babasaheb Ambedkar Marathwada Vidyapeeth,(Aurangabad) Sub Section - Osmanabad, Sub Section University Campus, Sub section - Osmanabad 413501-Sub Section University Campus, Sub section - Osmanabad 413501	University Department
17	MCA	2007	Swami Ramanand Teerth Marathwada Vidyapeeth, Nanded, Swami Ramanand Tirth Marathwada Vidyapeeth, Vishnupuri, Nanded.431606- Swami Ramanand Tirth Marathwada Vidyapeeth, Vishnupuri, Nanded.431606	University Department
18	MCA	2008	Government College of Engineering, Aurangabad-Station Road, Osmanpura, Aurangabad	Government
19	MCA	2020	Shri Guru Gobind Singhji Institute of Engineering and Technology, Nanded, Vishnupuri, Nanded-Vishnupuri, Nanded	Government-Aided
20	MCA	3002	Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), Mumbai, B-Road, Churchgate, Mumbai 400020-B-Road, Churchgate, Mumbai 400020	Government

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32 (West), Mumbai - Suburban ,Mumbai 33 M.E./M.Tech 3033 Dr. Babasaheb Ambedkar Technological University, Lonere, Vidyavihar, P.O. Lonere, Ta-Mangaon Dist. Raigad 34 M.E./M.Tech 3034 Government College of Engineering, Chandrapur, Ballarsha Bypass Road,Chandrapur 4004 Laxminarayan Institute of Technology, Nagpur, L.I.T.Premises, Opposite Bharatnagar, Amravati Road, Nagpur 35 M.E./M.Tech 36 M.E./M.Tech 5004 Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	
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33 M.E./M.Tech 3033 P.O. Lonere, Ta-Mangaon Dist. Raigad Oniversity of Engineering, Chandrapur, Ballarsha Bypass Government College of Engineering, Chandrapur, Ballarsha Bypass Government College of Engineering, Chandrapur, L.I.T.Premises, Opposite Bharatnagar, Amravati Road, Nagpur University of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	
34 M.E./M.Tech 4004 Government College of Engineering, Chandrapur, Ballarsha Bypass Government College of Engineering, Chandrapur, Ballarsha Bypass Government College of Engineering, Chandrapur, L.I.T.Premises, Opposite University Bharatnagar, Amravati Road, Nagpur M.E./M.Tech 5004 Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	rsity Managed
34 Road,Chandrapur Gove Road,Chandrapur Laxminarayan Institute of Technology, Nagpur, L.I.T.Premises, Opposite Bharatnagar, Amravati Road, Nagpur M.E./M.Tech M.E./M.Tech Soud Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	
35 M.E./M.Tech 4005 Bharatnagar, Amravati Road, Nagpur Onive Bharatnagar, Amravati Road, Nagpur Onive Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	rnment
35 Bharatnagar, Amravati Road, Nagpur Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	
36 M.E./M.Tech 5004 Highway No-6, Jalgaon Gove	rsity Department
Highway No-6, Jalgaon	rnment
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37	
Rachna Sansad Academy Of Architecture, Mumbai, 278, Shankar	
Ghanekar Marg, Behind Ravindra Natya Mandir, Prabhadevi, Mumbai- Gove	rnment-Aided
278, Shankar Ghanekar Marg, Behind Ravindra Natya Mandir,	
38 M.Arch 3018 Prabhadevi, Mumbai	
Sir J.J. College of Architecture, Mumbai, 78 / 3, Dr. D.N. Road, Fort, Mumbai-78 / 3, Dr. D.N. Road, Fort, Mumbai Gove	rnment-Aided
39 M.Arch 3019 Mumbai-78 / 3, Dr. D.N. Road, Fort, Mumbai Government College of Engineering, Chandrapur, Ballarsha Bypass	
Government College of Engineering, Chandrapur, Ballarsha Bypass Government College of Engineering, Chandrapur, Ballarsha Bypass Road, Chandrapur	rnment
B.K.P.S. College of Architecture, Pune, 2043, Sadashiv Peth, Tilak Road,	
	rnment-Aided
41 M.Arch 6009 Chowk, Pune	milent-Alucu
Government College of Engineering, Aurangabad, Station Road.	
42 B.E./B.Tech. 2008 Osmanpura, Aurangabad	rnment
Shri Guru Gobind Singhii Institute of Engineering and Technology.	
43 B.E./B.Tech. 2020 Nanded, Vishnupuri, Nanded	rnment-Aided
Veermata Jijabaj Technological Institute(VJTI), Matunga, Mumbaj, H.R.	
44 B.E./B.Tech. 3012 Mahajani Marg, Matunga, Mumbai	
Sardar Patel College of Engineering, Andheri, Munshi Nagar, Andheri	rnment-Aided
45 B.E./B.Tech. 3014 (West), Mumbai - Suburban ,Mumbai	
Dr. Babasaheb Ambedkar Technological University, Lonere, Vidyayihar,	rnment-Aided
46 B.E./B.Tech. 3033 P.O. Lonere, Ta-Mangaon Dist. Raigad	rnment-Aided
Government College of Engineering, Chandrapur, Ballarsha Bypass	
4/ B.E./B.Tech. 4004 Road,Chandrapur	rnment-Aided rrsity Managed
Laxminarayan Institute of Technology, Nagpur, L.I.T.Premises, Opposite	rnment-Aided
48 B.E./B.Tech. 4005 Bharatnagar, Amravati Road, Nagpur	rnment-Aided rrsity Managed

SN	Course Name	Inst Code	Institute Name and Address	Status
49	B.E./B.Tech.	4025	Government College of Engineering, Nagpur, Sector-27, Mihan Rehabilitation Colony, Khapari, Nagpur	Government
50	B.E./B.Tech.	5004	Government College of Engineering, Jalgaon, Opp.Govt I.T. I. National Highway No-6, Jalgaon	Government
51	B.E./B.Tech.	6004	Government College of Engineering & Research, Avasari Khurd, Avasari, Tal. Ambegaon. Dist. Pune	Government
52	B.E./B.Tech.	6005	Government College of Engineering, Karad, Vidyanagar, Karad Dist. Satara	Government
53	B.E./B.Tech.	6006	College of Engineering, Pune, Wellesly Road, Shivaji Nagar, Pune	Government
54	B.E./B.Tech.	6007	Walchand College of Engineering, Sangli, Walchand College of Engineering, Vishram Bagh, Sangli	Government-Aided
55		6028	Department of Technology, Shivaji University, Kolhapur, Vidyanagar, Kolhapur	University Department
	B.E./B.Tech. B.E./B.Tech.	1002	Government College of Engineering, Amravati, VMV Road, Near Kathora Naka, Amravati	Government
56			Government College of Engineering, Yavatmal, Post Box N. 24,	Government
57	B.E./B.Tech. B.Pharmacy	1012	Dhamangaon Road, Yavatmal Government College of Pharmacy, Amravati, Kathora Naka, Amravati	Government
58 59	B.Pharmacy	2009	Government College of Pharmacy, Aurangabad, Hotel Vedant Road	Government
60	B.Pharmacy	2029	Opp. Govt. Polytechnic, Aurangabad School of Pharmacy, Swami Ramanand Teerth, Marathwada	University Department
61	B.Pharmacy	3005	University, Nanded, Dnyanteerth, Vishnupuri, Nanded Government College of Pharmacy, Ratnagiri, Government Polytechnic	Government
62	B.Pharmacy	3015	Campus, Near Thiba Palace, Ratnagiri Prin. K.M. Kundnani College of Pharmacy, Mumbai, Plot No. 23, Jote Joy, Rambhau Salgaonkar Marg, Cuffe Parade Mumbai	Government-Aided
63	B.Pharmacy	3016	Bombay College of Pharmacy, Santacruz(E), Mumbai, Kalina, Santacruz (E), Mumbai	Government-Aided
64	B.Pharmacy	3017	C U Shah College of Pharmacy for Women, Mumbai, Sir Vithaldas Vidyavihar,(SNDT Women Uni)Juhu Road, Santacruz(w) Mumbai	Government-Aided
65	B.Pharmacy	4004	Government College of Engineering, Chandrapur, Ballarsha Bypass Road,Chandrapur	Government
66	B.Pharmacy	4006	Department of Pharmacutical Sciences, R. T. M. Nagpur University, Nagpur, Department of Pharmaceutical Sciences, R. T. M. Nagpur University, Amravati Road Nagpur	University Department
67	B.Pharmacy	5005	NDMVP Samaj's College of Pharmacy, Nashik, Gangapur Road, Post Box.No.429, (Gole Colony Post Office), Nashik	Government-Aided
68	B.Pharmacy	6008	Government College of Pharmacy, Karad, Vidya Nagar, Karad Dist.Satara	Government
69	B.Pharmacy	6652	Poona College Of Pharmacy, Erandwane, Pune, Pune 411038	Government-Aided
			Rachna Sansad Academy Of Architecture, Mumbai, 278, Shankar Ghanekar Marg, Behind Ravindra Natya Mandir, Prabhadevi, Mumbai- 278, Shankar Ghanekar Marg, Behind Ravindra Natya Mandir,	Government-Aided
70	ARCH	3018	Prabhadevi, Mumbai Sir J.J. College of Architecture, Mumbai, 78 / 3, Dr. D.N. Road, Fort,	
71	ARCH	3019	Mumbai-78 / 3, Dr. D.N. Road, Fort, Mumbai Government College of Engineering, Chandrapur, Ballarsha Bypass	Government-Aided
72	ARCH	4004	Road, Chandrapur-Ballarsha Bypass Road, Chandrapur Walchand College of Engineering, Sangli, Walchand College of	Government
73	ARCH	6007	Engineering, Vishram Bagh, Sangli-Walchand College of Engineering, Vishram Bagh, Sangli-Walchand College of Engineering,	Government-Aided
			B.K.P.S. College of Architecture, Pune, 2043, Sadashiv Peth, Tilak Road, N. E. Puram Chowk, Pune-2043, Sadashiv Peth, Tilak Road, N. E. Puram	Government-Aided
74	ARCH	6009	Chowk, Pune Government College of Engineering, Aurangabad-Station Road,	Covernment
75	B.HMCT Direct Second Year	2008	Osmanpura, Aurangabad Government College of Engineering, Amravati VMV Road, Near Kathora	Government
76	Degree in Engineering	1002	Naka, Amravati - Maharashatra - VMV Road, Near Kathora Naka, Amravati	Government

SN	Course Name	Inst Code	Institute Name and Address	Status
	Direct Second Year Degree in		Government College of Engineering, Yavatmal - Post Box N. 24,	Government
77	Engineering	1012	Dhamangaon Road, Yavatmal	
	Direct Second Year			
78	Degree in Engineering	2008	Government College of Engineering, Aurangabad - Station Road, Osmanpura, Aurangabad	Government
78	Direct Second Year	2008	Osinanpura, Adrangabau	
	Degree in		Shri Guru Gobind Singhji Institute of Engineering and Technology,	Government-Aided
79	Engineering	2020	Nanded, Vishnupuri, Nanded - Vishnupuri, Nanded	
	Direct Second Year		Veermata Jijabai Technological Institute(VJTI), Matunga, Mumbai, H.R. Mahajani Marg, Matunga, Mumbai - H.R. Mahajani Marg, Matunga,	Caucara ant Aidad
80	Degree in Engineering	3012	Mumbai	Government-Aided
	Direct Second Year		Sardar Patel College of Engineering, Andheri - Munshi Nagar, Andheri	
	Degree in		(West), Mumbai - Suburban ,Mumbai - Munshi Nagar, Andheri (West),	Government-Aided
81	Engineering	3014	Mumbai - Suburban ,Mumbai	
	Direct Second Year Degree in		Dr. Babasaheb Ambedkar Technological University, Lonere - Vidya Vihar, Lonere, Tal-Mangaon, Dist-Raigad 402103 - Vidyavihar, P.O.	University Managed
82	Engineering	3033	Lonere, Ta-Mangaon Dist. Raigad	oniversity ividilaged
	Direct Second Year			
	Degree in		Government College of Engineering, Chandrapur, Ballarsha Bypass	Government
83	Engineering Direct Second Year	4004	Road,Chandrapur - Ballarsha Bypass Road,Chandrapur	
	Degree in		University Institute of Chemical Technology, North Maharashtra	University Department
84	Engineering	5003	University, Jalgaon P.B.No. 80, Umavinagar, Jalgaon	, , , , , , , , , , , , , , , , , , , ,
	Direct Second Year		Government College of Engineering, Jalgaon Opp.Govt I.T. I.	
0.5	Degree in		NationalHighway No-6, Jalgaon - Jalgaon - Opp.Govt I.T. I. National	Government
85	Engineering Direct Second Year	5004	Highway No-6, Jalgaon	
	Degree in		Government College of Engineering & Research, Avasari Khurd -	Government
86	Engineering	6004	Avasari, Tal. Ambegaon. Dist. Pune	
	Direct Second Year			
87	Degree in	6005	Government College of Engineering, Karad, Vidyanagar, Karad Dist.	Government
67	Engineering Direct Second Year	0003	Satara - Vidyanagar, Karad Dist. Satara	
	Degree in		College of Engineering, Pune - Wellesly Road, Shivaji Nagar, Pune -	Government
88	Engineering	6006	Wellesly Road, Shivaji Nagar, Pune	
	Direct Second Year		Walchand College of Engineering, Sangli, Walchand College of	
89	Degree in Engineering	6007	Engineering, Vishram Bagh, Sangli - Walchand College of Engineering, Vishram Bagh, Sangli	Government-Aided
03	Direct Second Year	0007	Department of Technology, Shivaji University, Kolhapur Vidyanagar,	
	Degree in		Kolhapur - Department Of Technology, Shivaji University, Kolhapur -	University Department
90	Engineering	6028	Vidyanagar, Kolhapur	
	Direct Second Year		Govt. College of Pharmacy, Amravati - Kathora Naka, Amravati- 444 604 -	Government
91	Degree in Pharmacy	1003	Kathora Naka, Amravati	Government
	-		School of Pharmacy, Swami Ramanad Teerth Marathwada University -	
	Direct Second Year	222-	Dynanteerth, Vishnupuri, Nanded - 431606, - Dnyanteerth, Vishnupuri,	University Department
92	Degree in Pharmacy	2029	Nanded	
			Prin. K. M. Kundnani College of Pharmacy - Plot No. 23, Jote Joy,	
	Direct Second Year		Rambhau Salgaonkar Marg, Cuffe Parade, Mumbai- 400005 Plot No.	Government-Aided
93	Degree in Pharmacy	3015	23, Jote Joy, Rambhau Salgaonkar Marg, Cuffe Parade Mumbai	
	Direct Second Vesa		BOMBAY COLLEGE OF DHAPMACY Malina 2 Santagran 2 /5\ 2	Government Aided
94	Direct Second Year Degree in Pharmacy	3016	BOMBAY COLLEGE OF PHARMACY - Kalina,? Santacruz? (E),? Mumbai?400098 - Kalina, Santacruz (E), Mumbai	Government-Aided
	-6	3020		
			CU Shah college of Pharmacy for Women, Mumbai, Sir Vithaldas	
	Disease Control 134		Vidyavihar, (SNDT Women Uni) Juhu Road, Santacruz (w.) Mumbai - Sir	Government-Aided
95	Direct Second Year Degree in Pharmacy	3017	Vithaldas Vidya Vihar, Santacruz (west) Mumbai - 400 049 - Sir Vithaldas Vidyavihar,(SNDT Women Uni)Juhu Road, Santacruz(w) Mumbai	
75		5517	The state of the s	
	Direct Second Year		Government College of Engineering, Chandrapur, Ballarsha Bypass	Government
96	Degree in Pharmacy	4004	Road, Chandrapur - Ballarsha Bypass Road, Chandrapur	

SN	Course Name	Inst Code	Institute Name and Address	Status
97	Direct Second Year Degree in Pharmacy		M. V. P. College of Pharmacy - Gangapur Road, Shivajinagar, Nashik?2 - Gangapur Road, Post Box.No.429, (Gole Colony Post Office), Nashik	Government-Aided
98	Direct Second Year Degree in Pharmacy		Govt. College of Pharmacy, Vidyanagar, Karad, Dist. Satara - Vidyanagar, Karad, Dist. Satara 415110, - Vidya Nagar, Karad Dist.Satara	Government

Roles & Responsibility, Infrastructure requirement and Payment to Facilitation Centers for Admission to Professional Technical Courses for Admission in Academic Year 2022-23.

The Commissioner, State Common Entrance Test Cell (Competent Authority) shall carry out the Admission Process for Admissions to various Professional Courses for Academic Year 2022-23 as per the Admission Rules and Government Resolutions.

The Government of Maharashtra has declared Commissioner, State Common Entrance Test Cell as Competent Authority to carry out the CAP activities for these admissions. 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 thisactivity.

The role of Facilitation Center is as follows.

Activity-I: Registration and Submission of online Application Form

- 1. Registration and Submission of Online Application Form
- 2. Scanning & uploading of required documents
- 3. Printing of submitted Application Form (One Copy) for Candidate

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.
- c. FC should not collect and keep Custody of Original documents of any Candidate in any Case. Otherwise FC Will be issued Show case

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

- 1. Documents verification as per the list of documents on the Application form and Claim made by Candidates.
- 2. Scanning & uploading of documents.
- 3. Candidate will come to FC with print of online filled & Submitted 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 Confirmed application form.
- 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.
- 3. FC should not insist and instruct or guide to select preferences choices during option form filling.

Note:

- a. No charges should be collected from the candidate for filling 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. All FC shall create the user name and password by entering the DTE code and Password on respective admission portal (example: for Engineering admission portal fe2019.mahacet.org) before 04/07/2019 @
 - 12.00 noon. For any help kindly contact to the IT support team at CET cell on @ 022-22016159/53/57.
- 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 with stamp and signature of Co-ordinator 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 theaspiring Candidates, collection and keeping custody of Original documents of Candidates. FC will be liable for severe action like non payment of honorarium dues and /or disqualified as FC activities henceforth.

The FC shall provide following minimum infrastructure:-

- 1. Minimum 10 Nos. i5/i7 PC or of higher configuration each for Confirmation and additional 10 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 machines, Adobe Acrobat Reader 10.0 or above.
- 4. All the Machines, PCs, Printers and Scanners should be connected through LAN with minimum 10 Mbps internet speed. connectivity through ADSL/Wi-max /Leased line or other devices.
- 5. All Machines should installed with Updated Version of browsers i.e Mozilla Firefox, Google Chrome and Safari.
- 6. 1 LaserJet Network Printers.
- 7. Minimum 1 Scanner 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 and clean Washrooms for Gents/Ladies and PWD Candidates.

All Principals of the FCs are hereby informed to make the above infrastructure ready and in working condition before the start of the Online registration and filling 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 registration and filling online Application form and Option Form, document verification Process.

Note: - All FC's shall be open all days from 09.00 a.m. to 06.00 p.m. during the schedule published by Competent Authority for respective admissions.

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