GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI
8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001.
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Website -www.mahacet.org 022-22016159

No.FC_UG_Admission/211/2019/1892 Date:06/07/2019.

Office Order

Subject: Appointment of Institutions as Facilitation Centers for admission to M.E/M.Tech. AY 2019-20.

Admission Process for Admissions to **M.E/M.Tech.** in all Govt. / Govt. Aided / Private Unaided/ University Managed Institutes in the State of Maharashtra for Academic Year 2019-20 is expected to start within few days and the schedule for CAP shall be published by the Competent Authority shortly.

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

The list of selected institutions as Facilitation Center for admission to **M.E/M.Tech.** and the Roles & Responsibility, Infrastructure requirement and Payment to Facilitation Centers for Admission to Professional Technical Courses for Admission in Academic Year 2019-20 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 **M.E/M.Tech.** and strictly follow the related instructions.

For any further clarification, the coordinator of F.C. should contact to CET Cell, IT Support team this office on 022-22016159/53/57. All FC officer should activate without fail.

Note: - All FC's shall be open from 09.00 am to 7.00 pm (including holidays) during the schedule.

Sd/-
Dr. S. K. Mahajan,
Chairman, Admissin Committee
(Technical Education) & Exam Coordinator,
State CET Cell, M.S., Mumbai

Copy for information and necessary action: -

1. Director, Technical Education, Maharashtra State, Mumbai for information and necessary action to communicate to the institute and Regional Offices for smooth functioning activities and publication of DTE website.
2. Joint Director, Technical Education Regional Offices, Mumbai/Pune/Nashik/Aurangabad/ Amravati/Nagpur for information and necessary action.
3. The Principal/Director of the Facilitation Center for information and necessary action.

Roles & Responsibility, Infrastructure requirement and Payment to Facilitation Centers for Admission to Professional Technical Courses for Admission in Academic Year 2019-20.

The Commissioner, State Common Entrance Test Cell (Competent Authority) shall carry out the Admission Process for Admissions to various Professional Courses for Academic Year 2019-20 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 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. 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). 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 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 Co-ordinator	5%
3.	FC Co-ordinator	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 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 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.

Note: - All FC's shall be open from 09.00 a.m. to 07.00 p.m. during the schedule published by Competent Authority for respective admissions.

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