तात्काळ

क्रमांक विकाअ/शिक्षण/प्रवेश/२०१६/२०४३

दिनांक :- ०१/४/२०१६

प्रति,

प्राचार्य,

सर्व शासकीय/अनुदानित/विनाअनुदानित, पदविका/पदवी/पदव्युत्तर पदवी संस्था.
अमरावती विभाग, अमरावती.

विषय :- शैक्षणिक वर्ष २०१६-१७ करीता व्यावसायिक अभ्यासक्रमाचे पदविका, पदवी व पदव्युत्तर पदवी प्रवेश प्रक्रियेसाठी प्रवेश निश्चिती केन्द्र (Admission Reporting Centre) आणि सुविधा केन्द्र (Facilitation Centre) ठरविण्याकरीता.

संदर्भ :- मा.संचालक, तंत्रशिक्षण संचालनालय,म.रा. मुंबई यांचे पत्र क्रमांक :- २अ/एडीएम/एआरसी/२०१६/५४८ दिनांक ६ मे २०१६.

महाराष्ट्र विना-अनुदानित खाजगी व्यावसायिक शैक्षणिक संस्था (प्रवेश व शुल्क यांचे विनियमन) अधिनियम २०१५ दिनांक १७/८/२०१५ नुसार महाराष्ट्र राज्यातील विनाअनुदानित खाजगी व्यावसायिक शैक्षणिक संस्थामधील प्रवेशाचे व शुल्काचे विनियम करण्याकरीता आणि संबंधित तद्नुषंगिक बाबींसाठी प्रवेश नियामक प्राधिकरण आणि शुल्क नियामक प्राधिकरण या दोन प्राधिकरणाची स्थापना करण्यात आली आहे. तसेच प्रवेश नियामक प्राधिकरणांतर्गत राज्य सामायिक प्रवेश परीक्षा कक्ष स्थापन करण्यात आलेले आहेत. या अधिनियमातील तरतूदीनुसार सर्व व्यावसायिक अभ्यासक्रमाचे प्रवेश हे मा. आयुक्त, राज्य सामायिक प्रवेश परीक्षा कक्ष यांचेमार्फत एक खिडकी पध्दतीने करण्याचे शासनाचे धोरण आहे.

शैक्षणिक वर्ष २०१६-१७ पासून केंद्रीभूत प्रवेश प्रक्रियेत बरेचसे प्रमुख बदल करण्यात आलेले आहे व त्यानुसार नव्यानियमान्वये प्रवेश प्रक्रिया राबविण्यात येणार आहे. प्रवेश प्रक्रिया राबविण्याकरीता १) प्रवेश अर्ज भरण्यासाठी / स्विकृतीसाठी सुविधा केन्द्र (Facilitation Centre) २) प्रवेश निश्चिती केन्द्र (Admission Reporting Centre) अशा दोन प्रकारची केन्द्रे स्थापन करण्यात येणार आहे.

तेव्हा आपणास कळविण्यात येते की, आपल्या संस्थेमध्ये सुविधाकेन्द्र (Facilitation Centre) व प्रवेश निश्चिती केन्द्र (Admission Reporting Centre) घ्यावयाचे असल्यास सोबत जोडलेल्या पत्रातील नमुद साधन सामुग्री आहे किंवा कसे याबाबतचा प्रस्ताव आवश्यक पुराव्यासह या कार्यालयास दिनांक १० मे २०१६ पर्यंत प्रस्ताव या कार्यालयास सादर करावे, याची नोंद घ्यावी. तसेच सर्व खाजगी विनाअनुदानित संस्थांना कळविण्यात येते की, त्यांनी प्रवेश निश्चिती केन्द्राकरीता (Admission Reporting Centre) प्रस्ताव सादर करु नये, याची नोंद घ्यावी.

सोबत :- संचालनालयाचे संदर्भिय पत्र

प्र.सहसंचालक तंत्रशिक्षण,
अमरावती.

प्रत :- १. प्राचार्य, सर्व शासकीय व अशासकीय अभ्यासक्रमाच्या संस्था यांना कळविण्यात येते की, आपली संस्था ही प्रवेश निश्चीती केंद्र (Admission Reporting Centre) काम करणार असल्याचे शासनाने निश्चीत केलेले आहे. त्या अनुषंगाने सोबत जोडलेल्या पत्रामध्ये सुचित केल्याप्रमाणे योग्य ती पुर्व तयारी करावी व अहवाल या कार्यालयास तात्काळ सादर करावा.

२. प्रोग्रामर, तंत्रशिक्षण विभागीय कार्यालय, अमरावती यांना संकेतस्थळावर टाकण्याकरीता.

सुविधा केंद्र (Facilitation Center) व प्रवेश निश्चिती केंद्र (Admission Reporting Centre) यांची कर्तव्ये व जबाबदा-या , या केंद्रांवर आवश्यक असलेल्या सोयी सुविधा, व त्यांचेसाठी महत्वाच्या सुचना खालीलप्रमाणे असेल.

A) सुविधा केंद्र (Facilitation Center) यांची कर्तव्ये व जबाबदा-या	A) प्रवेश निश्चिती केंद्र (Admission Reporting Centre) यांची कर्तव्ये व जबाबदा-या
Role of Facilitation Centre(FC) **Activity-I: Submission of Online application form** ❖ Sale of Application Kits.(if applicable) ❖ Activation of Application kits. (if applicable) ❖ Submission of Online application form ❖ It is not mandatory to the candidate to use facility of FC for submission of application form activity. **Activity-II: Verification of Documents, Confirmation of Application form for CAP** ❖ Document verification as per the list of documents on the Application form ❖ Scanning & uploading of documents. ❖ Printing and Issue of Receipt-cum-Acknowledgement ❖ It is mandatory to the candidate to report to FC for this activity. ❖ No charges should be collected from the candidate for this activity. **Activity-III: Submission of online option form for CAP Round I & IV** ❖ Submission of online option form ❖ Printing of submitted option form (One Copy) ❖ Facility candidates to fill online option form for free of cost	**Role of Admission Reporting Centre(ARC)** **Activity-I: Admission Reporting Activity** ❖ Online Confirmation of Admission for all type of admissions. (UG/PG/Diploma) ❖ Online Updation of admission status of candidate (Freeze/Slide/Float) ❖ Collection of seat acceptance fee in the form of DD & issue of Acknowledgement/Receipt. ❖ Online cancellation of Admission, issue of acknowledgement and refund of seat acceptance fees as applicable. ❖ It is mandatory to the candidate to report at ARC (subject to allotment in the rounds). ❖ Once the candidate reports at the ARC and simultaneously applies for betterment in the round II,III & IV, then such candidates shall be able to update the admission status through their Login and need not require to report at ARC for Updation of admission status (Slide/Float). ❖ Guiding and counceling to the candidates/parents.

सुविधा केंद्रावर आवश्यक असलेली साधनसामुग्री	प्रवेश निश्चिती केंद्रावर आवश्यक असलेली साधनसामुग्री
(The Requirement of Infrastrucutre at FC)	**(Requirement of Infrastrucutre at ARC)**
1. 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.	1. Separate Network of minimum 5 Nos. i5/i7 PC or of higher configuration for Confirmation of admission for UG, PG and Diploma admissions.
2. Windows 8 or higher Operating System with up to date security & service patches	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.	3. Microsoft Office 2003 or higher version on all machine, Adobe Acrobat Reader 10.0 or above.
4. All the 25 machines (PC) and printer should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /Leased line or other devices.	4. All machines should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /Leased line or other devices.
5. Internet Explorer 8.0/ Mozilla Firefox 3.0, Google Chrome 2.0 or above.	5. Internet Explorer 8.0/ Mozilla Firefox 3.0, Google Chrome 2.0 or above.
6. 2 LaserJet Network Printers.	6. 3 LaserJet Network Printers.(1 for each N/W)
7. Minimum 4 Scanner(3 for A4 and 1 for A3) with 300 dpi resolution.	7. Minimum 1 Scanner with 300 dpi resolution.
8. Adequate Electrical Power Backup facilities.(10 kva ,2 Hours backup)	8. Adequate Electrical Power Backup facilities.
9. Counseling Hall with PA system, LCD Projector & seating arrangement for minimum 60 candidates.	9. Potable Water drinking facility.
10. Waiting Room for Candidates/Parents.	10. Separate clean Washrooms for Gents/Ladies.
11. Potable Water drinking facility.	
12. Separate clean Washrooms for Gents/Ladies	
Important Instructions to FC	**Important Instructions to ARC**
1. All Government, Government aided, Government Autonomous, University departments, University managed & identifiedUnaided Institutes (by regional office)shall work as FC.	1. Only Government, Government aided, Government Autonomous, University Department/ University managed Institutes shall work as ARC.
2. FC Coordinator shall contact to the respective Regional Offices for "how to **activate their Institute as FC** through the Institute Login" and collect Instruction Manual through mail from the respective Regional Offices without fail.	2. ARC Coordinator shall contact to the respective Regional Offices for "how to **activate their Institute as ARC** through the Institute Login" and collect Instruction Manual through mail from the respective Regional Offices without fail.
3. Respective Regional Offices shall distribute the application kits to the FC (if applicable) well before the commencement of the admission activity. Kit's distribution shall be based on the performance of the FC in 2015-16 excluding new FCs.	3. ARC Coordinator shall collect Seat acceptance fees in the form of DD from the candidate as given below.
	For UG - Rs.5000/- & Rs.1000/- (for SC & ST)
	For PG - Rs.5000/- & Rs.1000/- (for SC & ST)
	For Diploma - Rs.3000/- & Rs.1000/- (for SC & ST)
	(ARC Coordinator shall deposit collected DD to the regional office, the procedure with

4. Sale of application kits shall be done through FC(if applicable). FC shall activate the sold kit's ID through FC Login so that candidate shall be able to fill online application form. Avoid pre activations of the kits. Application kits are applicable to the following admissions:
   - Post SSC Diploma
   - Post HSC Diploma
   - Direct Second Year Diploma
   - First Year Degree Architecture
   - Direct Second Year Degree Engg.
   - Direct Second Year Degree Pharmacy.

5. Kindly note that this time only 2 types of Information Brochures are printed mainly for UG & Diploma. UG & Diploma brochure includes admission rules for all degree & Diploma programmes respectively.

6. Information Brochures for PG will not be printed & will be made available on website for downloading.

7. **All FC's are warned that they are not permitted to activate application kits in advance, which later remains unsold but reflected in the FC sale account, if such cases found, the amount of such kits shall be deducted from the honorarium of the FC.**

8. FC shall accept the category wise prescribed fees of Application Kits in cash only.

9. FC Coordinator shall close the account by giving details of the fees collected and unsold kits to the respective Regional Office within 15 days after the end of the Activity-II: Verification of Documents, Confirmation of Application form for CAP as per the notified schedule.

10. The FC shall assist the aspiring candidate in submission of Online Application Form, arrange training programme/ counseling / live demo.

11. **Role of FCs is limited to verification of documents,scanning and confirmation of application form and they should not insist or compel candidates to fill & confirm option form at the FC.**

detail instructions shall be provided later).

4. ARC Coordinator can cancel the admission of the candidate & refund the Seat acceptance fees (by deducting Rs.1000/-) to the candidate as given below.

   For UG - Rs.4000/- & Rs. Nil (for SC & ST)

   For PG - Rs.4000/- & Rs. Nil (for SC & ST)

   For Diploma - Rs.2000/- & Rs. Nil (for SC & ST)

   (ARC Coordinator may ask for Rs.1000/- in cash from the candidate excluding [SC/ST candidates], who wish to cancel the admission and return the DD deposited by the candidate as refund of fees.subject to availability of DD with ARC)

5. ARC shall update the reporting of the candidates with 100% correctness. Any fault or negligence at the level of ARC will be dealt seriously. Due to fault or negligence on the part of ARC if any candidate has to losses his chance of admission, responsibility of such mistakes/omission in the process will be fixed on the person responsible for such mistakes/omissions.

6. If any ARC 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.

12. FCs should scrutinize and verify the documents carefully with 100% 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 suffers/looses his chance of admission, responsibility of such mistakes /omission in the process will be of the head of the institute and individual responsible for such mistakes/omissions.

13. 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 by the competent authority.

14. Instruction Manual will be available in the FC Login.