

# **FC Document Verification Manual For**

***Admission to Direct Second Year Engineering / Technology***

**For**

**Academic Year 2018-19**

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## **FC Document Verification and Confirmation:**

- Only after Candidate fills all the information and confirms it, FC considers the application.
- FC enters the Application ID and Version No. of the candidate all the information of candidate appears.
- FC (that belongs to candidate) can edit the candidate information from its login before FC confirmation.
- FC verifies the documents of candidates as mentioned on the print of application form. If candidates submit the required documents, FC marks it as YES or NO and finally the candidate's application is considered in the category according to the documents submitted by him.

## FC Login:

1. To login with FC, Click on FC Login Link and Enter the Username, Password and Captcha .
2. Press the login button.

The screenshot displays the 'LOGIN PAGE FOR FACILITATION CENTER(FC)'. At the top, there is a navigation bar with links: HOME VI, IMPORTANTANTS DATES, NEWS, NOTIFICATIONS, DOWNLOADS, FAQ, CONTACT US. Below this is a red 'IMPORTANT' banner. The left sidebar contains two sections: 'LOGIN LINKS' with options like New Registration, Registered Candidate Login, FC Login, ARC Login, Institute Login, Regional Office Login, and Admin Login; and 'IMPORTANT LINKS' with options like Important Dates, Application Fee, List of Facilitation Center's(FC), List of ARC's, Admission Procedure, Eligibility, Documents Required, and Diploma Courses. The main content area features a yellow box with 'Important Instructions for Login' and a central 'FC LOGIN' form. The form includes fields for 'FC Username\*' (containing 'FC'), 'Password:\*', and 'Enter Captcha 3 + 8'. A red 'Login' button and a 'Forgot Password ?' link are at the bottom of the form. At the very bottom, there are two horizontal bars: a green one labeled 'DO' and a red one labeled 'DON'T'.

## Enter FC Contact Details:

1. Filling the FC contact details as shown in below figure.

WELCOME FC9999 ▾	FC DETAILS										
<ul style="list-style-type: none"><li>› FC Home</li><li>› Edit FC Details</li><li>› <a href="#">Confirm Candidate</a></li><li>› <a href="#">Candidate Edit After Confirmation</a></li></ul>	<p><b>Note :</b> › The fields marked with (*) are mandatory.</p>										
<b>CANDIDATE MENU ▾</b>	<b>Basic FC Details</b>										
<ul style="list-style-type: none"><li>› Print Candidate Application Form</li><li>› Receipt Cum Acknowledgement</li></ul>	<table><tr><td>How To Reach *</td><td><input type="text" value="by train"/> <small>For e.g. By Train next to CST Station or By Road Bus Stop J J school of Art.</small></td></tr></table>	How To Reach *	<input type="text" value="by train"/> <small>For e.g. By Train next to CST Station or By Road Bus Stop J J school of Art.</small>								
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<b>SUB FC ▾</b>	<b>FC Coordinator Details</b>										
<ul style="list-style-type: none"><li>› Create Sub-FC</li></ul>	<table><tr><td>Coordinator Name *</td><td><input type="text" value="admin"/></td></tr><tr><td>Coordinator Designation *</td><td><input type="text" value="admin"/></td></tr><tr><td>Coordinator Mobile Given at the time of FC Creation *</td><td><input type="text" value="8652101580"/></td></tr><tr><td>Coordinator Phone *</td><td><input type="text" value="32112121221"/></td></tr><tr><td>Coordinator Email *</td><td><input type="text" value="admin@gmail.com"/></td></tr></table>	Coordinator Name *	<input type="text" value="admin"/>	Coordinator Designation *	<input type="text" value="admin"/>	Coordinator Mobile Given at the time of FC Creation *	<input type="text" value="8652101580"/>	Coordinator Phone *	<input type="text" value="32112121221"/>	Coordinator Email *	<input type="text" value="admin@gmail.com"/>
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<b>REPORTS ▾</b>	<b>Alternative FC Coordinator Details</b>										
<ul style="list-style-type: none"><li>› All Reports</li></ul>	<table><tr><td>Alternative Coordinator Name</td><td><input type="text"/></td></tr><tr><td>Alternative Coordinator Designation</td><td><input type="text"/></td></tr><tr><td>Alternative Coordinator Mobile</td><td><input type="text"/></td></tr><tr><td>Alternative Coordinator Phone</td><td><input type="text"/></td></tr><tr><td>Alternative Coordinator Email</td><td><input type="text"/></td></tr></table>	Alternative Coordinator Name	<input type="text"/>	Alternative Coordinator Designation	<input type="text"/>	Alternative Coordinator Mobile	<input type="text"/>	Alternative Coordinator Phone	<input type="text"/>	Alternative Coordinator Email	<input type="text"/>
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Alternative Coordinator Phone	<input type="text"/>										
Alternative Coordinator Email	<input type="text"/>										
<b>ACCOUNT SETTING ▾</b>	<p style="text-align: right;"><a href="#">Save and Proceed</a> <a href="#">Back</a></p>										
<ul style="list-style-type: none"><li>› Change Password</li><li>› Message Box(0)</li></ul>											

2. After filling all the information related to FC, you will get redirected to home page as shown below.

## Edit FC Details:

1. Here on this page you can edit your details like Basic FC Details, FC Coordinator Details, Alternative FC Coordinator Details and FC Bank Account Details.

## Confirm Candidate:

1. Enter Candidate Details and Version as per printable application form to confirm candidate.

HOME VI	IMPORTANTS DATES	NEWS	NOTIFICATIONS	DOWNLOADS	FAQ	CONTACT US	Candidate Regi
<b>IMPORTANT</b>							
<b>WELCOME FC9999</b>				<b>CONFIRM CANDIDATES APPLICATION FORM</b>			
» FC Home				<b>Note :</b>			
» Edit FC Details				» Enter Candidate Application ID and Version No printed on Candidate Printable application form.			
» <a href="#">Confirm Candidate</a>				» If Candidate Version No. is not matching ,please ask Candidate to bring fresh copy of printable application form with correct Version No.			
» <a href="#">Candidate Edit After Confirmation</a>				Candidate Details			
<b>CANDIDATE MENU</b>				Enter Application ID : *			
» Print Candidate Application Form				<input type="text" value="DSE18"/>			
» Receipt Cum Acknowledgement				Enter Version No.			
<b>SUB FC</b>				<input type="text"/>			
» Create Sub-FC				<input type="button" value="Submit"/> <input type="button" value="Back"/>			
<b>REPORTS</b>							
» All Reports							
<b>ACCOUNT SETTING</b>							
» Change Password							
» Message Box(0)							

2. After entering the details Confirm Candidate Page appears as per below.

3. Click on the edit link beside the information you want to change and the page to change information will appear.

**WELCOME FC9999** ▾

- » FC Home
- » Edit FC Details
- » [Confirm Candidate](#)
- » [Candidate Edit After Confirmation](#)

**CANDIDATE MENU** ▾

- » Print Candidate Application Form
- » Receipt Cum Acknowledgement

**SUB FC** ▾

- » Create Sub-FC

**REPORTS** ▾

- » All Reports

**ACCOUNT SETTING** ▾

- » Change Password
- » Message Box(0)

**CONFIRM CANDIDATE APPLICATION FORM**

**Note :**


- > **ALL FCS ARE HEREBY INFORMED TO CHECK DIPLOMA MARKS & ENROLLMENT NO. OF THE CANDIDATE WHO HAVE PASSED DIPLOMA EXAM FROM MSBTE IN SUMMER 2018.**
- > **CANDIDATE ONCE CONFIRMED WITH AN ENROLLMENT NO., CAN NOT BE CONFIRMED AGAIN AT ANY OTHER FC.**
- > **FOR MAHARASHTRA STATE CANDIDATES,PASSED DIPLOMA FROM MSBTE IN SUMMER 2018 ONLY, MARKS ARE FETCHED THROUGH SYSTEM. HENCE FCS ARE INFORMED TO CHECK THE ENROLLMENT NO., NAME OF CANDIDATE & MARKS OF CANDIDATE WITH PRECAUTION TO AVOID CONFIRMATION OF FALSE CANDIDATE.**
- > Select each document as submitted or not submitted by Candidate
- > The Candidates are required to produce the documents in original for verification and Confirmation of Application Form at FC. It is mandatory on the Candidate's part to produce all original documents in support of the claim made by the Candidate in the application form. Candidates are advised to keep the necessary documents ready at the time of Documents verification stage as per the notified schedule.
- > Click on "Proceed to Confirm" Button to confirm Candidate application form.

**Last Modifications**

Last Modified On	09-07-2018 09:03:29 AM	Version	27
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**Personal Details :**

Application ID :		DSE18100002	
Full Name :		JITENDRA BORHADE	
Gender :	Male	Date of Birth :	02-03-2000
Nationality :	Indian	Orphan :	No
Mother Tongue :	Marathi	Religion :	Hindu
Candidate Filled Category :		SBC - Sali [3]	
Annual Family Income :		2,00,001 -2,50,000	
Applied For TFWS :		No	
Type of Candidature :		Maharashtra State Candidate - Type B	



Candidate Filled Religious Minority :	Religious Minority - Sikh
Candidate Filled Linguistic Minority :	Linguistic Minority - Punjabi
Candidate Filled PWD Type :	Blindness
Candidate Filled Defence Type :	N.A.
Whose Domicile Certificate You are Submitting at ?	Father
District from where Father / Mother of Candidate is Domiciled in the State of Maharashtra	Mumbai Suburban

<b>Correspondence Address :</b>	
Address	Ghatkopar(West)
State	Maharashtra
PIN	400084

<b>Diploma Details</b>	
Mode Of Admission	Diploma
Diploma Status	Passed
Institute Name	Maratha Mandir's Babasaheb Gawade Institute of Technology, Mumbai
Institute Type	MSBTE Affiliated
Course	3D Animation And Graphics
Enrollment No.	1600410267
Diploma Roll/Seat No.	209920
Pattern	Semester
English Medium	Yes

<b>Qualification Details:</b>			
Examination	Marks Obtained	Marks Out Of	Percentage
Diploma Final Year/Semester :	1130	1650	68.48
10th/S.S.C. Aggregate :	65	100	65.00
10th/S.S.C. Mathematics :	56	100	56.00
10th/S.S.C. Science :	98	100	98.00
10th/S.S.C. English :	85	100	85.00
12th/H.S.C. Aggregate :	350	500	70.00
12th/H.S.C. Biology :	89	100	89.00

<b>Payment Details</b>			
Payment Date :	07-07-2018	Amount(In Rs.) :	600/-

<b>Candidate Upload Documents</b>	
*Indicates Documents are Compulsory to upload.	
Candidate Upload Documents	Yes



Sr. No.	List of Documents Required at the time of verification at FC as per Information Brochure	Submitted	Not Submitted	Status	View
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
2	Statement of marks obtained at 12th/HSC or its Equivalent Examination.*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
3	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters. *	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
4	Certificate of the Indian Nationality of the candidate*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
5	Domicile Certificate of Candidate or of Father/Mother of Candidate*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
6	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
7	Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
8	Certificate For Person With Disabilities	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
9	Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
10	Proforma O [For Linguistic Minority Community Student's Self Declaration].*	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>
11	The receipt of the Application made for Non Creamy Layer Certificate	<input type="radio"/>	<input type="radio"/>	✓	<a href="#">View</a>

\*-Indicates Documents are Compulsory to upload.

[Proceed to Confirm](#)

1. If you want to make any modification in candidate details click on the edit button shown in details and save the changes.
2. After Editing in Candidate Form Select the documents whether submitted or not submitted and Click on Submit Button.
3. And confirm the entries as shown below by entering the remark.

FC Remarks:	<input type="text"/>
<a href="#">Confirm Application</a> <a href="#">Back to Document Verification Page</a>	

**CONFIRM APPLICATION FORM**

✓ Success! Details Are Saved.

**Note :**  
> Print 2 copies of Acknowledgement of Online Application Form - One for Candidate and One for FC.

DSE18100002 ( JITENDRA BORHADE ) is confirmed by FC9999 On 12-07-2018 01:52:16 PM

[Print](#)

Print Acknowledgement of Online Application Form  
(Print 2 copies of Acknowledgement of Online Application Form - One for Candidate and One for FC)

4. Take Print of Receipt Cum Acknowledgement. Print two copies of Acknowledgement of Online Application Form- One for Candidate and One For FC.

## **For Converted Candidates:**

1. If Candidate converted from Reserved to Open and Candidate from Non-PH category then collect the difference amount.

**Note :**

- > The documents which submitted / not submitted are shown below.
- > Click on Updated Details & Proceed the Application Form.
- > If you fill any mistake in clicking on submitted / not submitted button click on Back button to change the submitted documents.
- > If Candidate is still appearing, he must submit the qualifying examination marks and documents within grievances period, then only the Candidate will be considered for final merit list.
- > **If Candidate is category converted and PH converted both, collect the difference amount of Rs. 200 only once.**

Sr. No.	List of Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination
2	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters.
3	Certificate of the Indian Nationality of the candidate
4	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra
5	Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.

Sr. No.	List of Not Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Certificate For Person With Disabilities

**Important Instructions :**

- > Candidate converted to NON PH Category.

Remarks:

[Submit](#) [Back](#)

2.If candidate fill the Application form in Reserved category but Candidate has not required documents like Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee or Non-Creamy Layer Certificate valid up to 31st March 2019 during FC confirmation then the Candidate will be converted to Open Category as shown in following fig.

Sr. No.	List of Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination
2	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters.
3	Certificate of the Indian Nationality of the candidate
4	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra
5	Caste Certificate stating that the caste is recognised under backward class category in Maharashtra
6	Certificate For Person With Disabilities
7	Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.

Sr. No.	List of Not Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Caste / Tribe Validity Certificate issued by Caste / Tribe Certificate Scrutiny Committee
2	Non-Creamy Layer Certificate valid upto 31st March 2019

**Important Instructions :**  
 > Candidate converted to Open Category.

Remarks:

Submit
Back

3.If candidate fill the Application form as PH Candidate but Candidate has not required documents like Certificate in Preforma F / Preforma F1 (For Person With Disabilities Candidates) during FC confirmation then the Candidate will be converted to NON-PH Category as shown in following fig.

**Note :**

- > The documents which submitted / not submitted are shown below.
- > Click on Updated Details & Proceed the Application Form.
- > If you fill any mistake in clicking on submitted / not submitted button click on Back button to change the submitted documents.
- > If Candidate is still appearing, he must submit the qualifying examination marks and documents within grievances period, then only the Candidate will be considered for final merit list.
- > **If Candidate is category converted and PH converted both, collect the difference amount of Rs. 200 only once.**

Sr. No.	List of Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination
2	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters.
3	Certificate of the Indian Nationality of the candidate
4	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra
5	Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.

Sr. No.	List of Not Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Certificate For Person With Disabilities

**Important instructions :**

- > Candidate converted to NON PH Category.

Remarks:

4. If Candidate doesn't have all the documents required for Religious Minority Category then the Candidate will be converted to NON-Religious Minority Category.

**Note :**

- > The documents which submitted / not submitted are shown below.
- > Click on Updated Details & Proceed the Application Form.
- > If you fill any mistake in clicking on submitted / not submitted button click on Back button to change the submitted documents.
- > If Candidate is still appearing, he must submit the qualifying examination marks and documents within grievances period, then only the Candidate will be considered for final merit list.
- > **If Candidate is category converted and PH converted both, collect the difference amount of Rs. 200 only once.**

Sr. No.	List of Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination
2	Statement of marks obtained at the Diploma Examination for each attempt in Final Year/Semesters.
3	Certificate of the Indian Nationality of the candidate
4	Domicile Certificate of Candidate indicating that he/she is Domiciled in the State of Maharashtra

Sr. No.	List of Not Submitted Documents Required at the time of verification at FC as per Annexure II of Information Brochure
1	Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.

**Important Instructions :**

- > **Candidate MUST Submit the following Mandatory Documents:**
- > 1. Any Proof in the Name of Candidate showing that Candidate belongs to notified Religious Minority community.

[Back](#)

5.If Candidate doesn't have all the documents required for Linguistic Minority Category then the Candidate will be converted to NON-Linguistic Minority Category as shown in following fig.

**Candidate Edit After Confirmation:** FC can use this link in grievance period to edit details of confirmed candidate applications.

**Candidate Menu :**

1. In this menu you can print Candidate Application Form and Receipt Cum Acknowledgement.

## Sub-FC Menu:

1. Here you can Create your Sub-FC for application confirmation process as shown in following fig.

### CREATE SUBFC'S

**Note :**  
> The fields marked with (\*) are mandatory.

Create New Sub FC's

SubFC Username	FC999902
Enter Sub FC Coordinator Name *:	<input type="text"/>
Enter Sub FC Coordinator Mobile no *:	<input type="text"/>
Enter Sub FC Coordinator Email Id *:	<input type="text"/>
Enter FC9999 password *:	<input type="text"/>

All Sub FC's You Created

Sr.No	User Name	Coordinator Name	Mobile No.	Email	Original Password	Created Date
1	FC999901	sub admin	8652101580	admin@gmail.com	TY1LAI75	03-07-2018 01:29:51 PM



## Account Setting Menu:

Account setting menu has following links:

**1)Change Password:-**Here you can change your FC password as shown in following fig:

### CHANGE SELF PASSWORD

**Note :**

- > The fields marked with (\*) are mandatory.
- > Enter your current Password and set the new Password.
- > **The password must be between 7 to 15 characters which contain at least one numeric digit and a special character.**

#### Change Password

Enter Old Password *:	<input type="text"/>
Enter New Password * <small>The password must be between 7 to 15 characters which contain at least one numeric digit and a special character. Ex- yourpass@37</small>	<input type="text"/>
Re-Enter New Password *:	<input type="text"/>

## 2) Message Box(0):-

In this page please follow the following instructions:

1. Please click on the message to view the message.
- 2 . Unread message will be shown in the BOLD.
- 3 . Messages are sorted in "latest received message first".
4. To reply to the message,Click on "reply" link.
- 5 . Click on the close icon - Close Message to close the message

### INBOX

> 1. Please click on the subject to view the message. 2 . Unread message will be shown in the BOLD.  
> 3 . Messages are sorted in "latest received message first".

**Inbox (0)** **Compose** **Closed** **Notifications (0)**

Search Message  **Search** **Clear All**

Sr. No.	To	From	Subject	Last Message
No Messages found in Inbox				

