To

The Director,

MES' Institute of Management and Career Courses (IMCC),

<u>PUNE – 411 038.</u>

Subject: *<u>Application for Direct Second Year Lateral Entry MCA / MBA Admission under Vacant Seat for A. Y. 2024-25</u>.*

Sir,

I wish to apply for admission to *<u>Direct Second Year Lateral Entry under Vacant Seat</u>* for Academic Year2024-2025 as per eligibility specified by State Common Entrance Test Cell, Maharashtra State, Mumbai in the Information Brochure.

Full Name		
Contact Tel. No. (with STD code)/Mobile No		
Select the Programme for admission	MCA ☐	MBA ☐
Educational Qualification: -	Name of Degree_____Percentage_____(%)	

I am fully aware of all the rules & regulations stipulated by Competent Authorities and will furnish all necessary documents, if selected.

<u>List of documents (Xerox) to be attached with this application</u>

1. Xerox set of documents duly certified by FC along with Receipt-cum-acknowledgement letter.
2. Graduation Mark Statement.
3. Nationality and Domicile Certificate.

Date :   **Signature of Student**

No.: TED-1224/C.R. No. 06/MCA (Lateral Entry) /CAP/Notice No 4/2024/1429   Date: -13/08/2024

ADMISSION NOTICE FOR DIRECT SECOND YEAR (LATERAL ENTRY) OF FULL TIME POST GRADUATE DEGREE COURSE IN MASTER OF COMPUTER APPLICATION (MCA) FOR ACADEMIC YEAR 2024-25

This notice is being issued for Online Registration, Scanning & uploading of documents, Documents E-Verification and Online Application Form Confirmation, Filling & Confirmation of Option Form, Self-confirmation before seat acceptance, Paying seat acceptance fees in online mode for confirmation of admission, reporting to Institutes by candidates aspiring for admissions to Direct Second Year (Lateral Entry) Of Full Time Post Graduate Degree Course In Master Of Computer Application (MCA) in the Government, Government Aided, University Managed Institutes, University Managed Departments and Unaided private professional educational institutes for the Academic Year 2024-25 in the Maharashtra State.

For the purpose of document verification, the concept of E-Scrutiny of the documents and Physical Scrutiny of the documents is introduced by the Competent Authority. The candidate shall choose any one mode for document verification during online form filling.

Process of application: The Candidate shall register online, fill & submit online application form and upload the required documents from anywhere through the computer connected to internet and he/she need not have to visit personally for verification and confirmation of the application form in case of **E-Scrutiny** mode selected, his/her application & documents shall be verified and confirmed by the designated E-Scrutiny Center through online mode or if candidate selected **Physical Scrutiny,** he/she need to visit nearest **Physical Scrutiny Centre**.

Eligibility Criteria for various types of candidature for Admission.
Maharashtra State Candidature Candidates and All India Candidature Candidates.-
Eligibility for Admission
The candidate,-   (i)   should be a citizen of India;   (ii)   should have passed B.Tech.(Computer Science and Engineering (CSE) or Information Technology (IT)) or B.E. (Computer Science and Engineering (CSE) or Information Technology (IT)) or Bachelor of Computer Applications (BCA) (4 years);   (iii)   (iii) Any other eligibility criteria and requirement declared from time to time by the appropriate authority as defined under the Act

Online Registration for Admission :

1.1   The candidates should apply online on www.mahacet.org as per schedule.

1.2   Candidates are required to pay fee as given below only by **Credit Card/ Debit Card/ Net Banking/UPI etc**. through Online mode. Fees paid is non-refundable. (No other mode of payment shall be permitted.)

General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates & children of Indian workers in Gulf countries (CIWGC).	₹ 1200/-
1. Reserved Category Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC, SEBC*, EWS] & Persons with Disability Candidates belonging to Maharashtra State only. 2. Orphan and Transgender (Other) Candidates.	₹ 1000/-

* In case of SEBC Candidates reservation policy will be subject to the decision of Hon'ble High Court in related Writ Petitions.

The activities and scheduled dates for Maharashtra State/All India candidates are as follows

Sr. No.	Activity	Schedule	
		First Date	**Last Date**
1.	**Online registration of application and uploading of required documents by the Candidate for admission on website** (For Maharashtra State/All India)	17-07-2024	31*-07-2024 up to 05.00 PM
2.	**Documents verification and confirmation of Application Form for Admission by online mode.** By Maharashtra State/All India Candidates shall fill online application form and upload the required documents from any computer connected to internet from anywhere. **Process for E-Scrutiny Mode selected candidates:** 1. Such candidate shall fill online application form and scan original document and upload the required documents from any computer/ smartphone connected to internet from anywhere.	18-07-2024	01*-08-2024 up to 05.00 PM

2. Such candidate need not have to visit to E- Scrutiny Center for verification and confirmation of the application form. His/her application & documents shall be verified and confirmed by the **E Scrutiny Center** through e-Scrutiny Mode.

3. During e-Scrutiny of Application Form of such candidate:
   - If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement.
   - If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login.
   - Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login.

Process for Physical Scrutiny Mode selected Candidates
   - Such candidate shall visit the **Physical Scrutiny Center** online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form.
   - After verification & Confirmation of application form, **Physical Scrutiny Center** shall issue the receipt cum Acknowledgement.

*Facility of Online Registration & Documents verification, Confirmation of Application Form for Admission to Seats other than CAP Seats shall be continued till **cut-off date up to 05.00 PM** by E- Verification by Scrutiny Center or Physical Verification at Physical Scrutiny Center.
   - Applications registered after 31st July 2024 shall be considered only for Non CAP Seats.
   - Applications confirmed by E-Scrutiny Center/ Physical Scrutiny Center after 01st August 2024 shall be considered only for Non CAP Seats.

3.	Display of the provisional merit list for Maharashtra State/All India candidates on website.	**03-08-2024**	
4.	**Submission of grievances if any, for all type of Candidates:** • Candidate shall raise the Grievance about correction required in the data displayed in provisional merit list through his/her Login. • The application of such candidates shall be reverted back to the candidate in his/her Login for rectification. • Candidate shall upload the requisite documents to substantiate the claim for any correction/concession. • The status of acceptance/rejection of Grievance raised by candidate shall be available in candidates Login along with latest receipt cum Acknowledgement. • Those Candidate who selected physical scrutiny mode shall visit FC for resolving the grievances.	**04-08-2024**	**06-08-2024 Up to 5.00PM**
5.	**Display of the Final Merit lists** of Maharashtra State/All India candidates on website.	**08-08-2024**	
6.	**Display of distribution of seats available for the admission Post Graduate course for second year (Lateral Entry)**	**17-08-2024**	
7.	**Institutional Admission Round** • Display of vacant seats on institute website • and giving appropriate advertisement in the News Paper. • Invite applications from registered candidates. • Prepare and display Merit List on college website and Institute Notice Board. • Carry out/ Complete Admission Process as per the rules 13	**19-08-2024 to 23-08-2024**	
8.	**Cut-off Date for all type of admissions for the Academic Year 2024-25**	**23-08-2024 upto 5.00 PM**	
9.	**For Institutes: Last date of uploading the data (details of admitted candidates)**	**23-08-2024 upto 6.00 PM**	

Important Instructions for candidate :

1. The distribution of seats available for the admission in Post Graduate course for second year (Lateral Entry) shall be published on the website of the Competent Authority as well as Institute and shall be filled in by the institution as per the rules 13

2. The candidates belonging to SC, VJ/DT (NT (A), NT (B), NT(C), NT (D), OBC,

SBC categories shall produce "Caste Validity Certificate" and ST category shall submit "Tribe Validity Certificate". All Backward Class candidates excluding SC & ST shall produce Non Creamy Layer certificate valid up to 31st March 2025. If such candidates fail to produce the original certificate or receipt of Caste/Tribe validity certificate, Non Creamy Layer certificate and EWS certificate issued by competent authority at the time of verification by Scrutiny Center, then such candidates will be treated as GENERAL category candidates for CAP admissions

3. EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राआधो-4019/P.N.31/16-अ, dated 31/05/2021 only)

4. Candidates who have registered as a reserved category candidate but unable to produce required certificate for reservation claim during documents verification stage shall have to pay difference of fee of Rs. 200/- through online mode only.

5. The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during registration, e-verification or physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before third round last date of reporting otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category

6. The SEBC Candidates who submitted receipt of Non Creamy Layer Certificate during registration e-verification or physical document verification and confirmation period should upload and verify original Non Creamy Layer Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before third round last date of reporting otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category

7. In case of SEBC Candidates, duration for submitting Caste Validity certificate will be as per the Maharashtra State Government Resolution No - संकिर्ण-2024/प्र.क्र.75/आरक्षण-5 dated 22 July 2024

8. Further Schedule regarding option form filling and CAP allotment will be declared shortly.

General Notes:

1. Candidate can avail the IT facilities which is available at Physical Scrutiny free of cost for submission, scanning uploading documents, confirmation of Application form.

2. Eligibility, Rules & regulations for admission are made available on the website.

3. The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website www.mahacet.org

4. For queries/enquiry: Help Line No.+918068636170 / 18002129422 between

10.00 AM. to 06.00 PM.

5. All Types of Document Verification Activity remains open all days including Saturday & Sunday between 10.00 AM. to 05.30 PM.

<div align="right">

Sd/-
Commissioner and Competent Authority
State Common Entrance Test Cell,
Maharashtra State, Mumbai

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No.: TED-1224/C.R. No. 06/MBALE/CAP/Notice No.3/2024/1428   Date: -13/08/2024

ADMISSION NOTICE FOR DIRECT SECOND YEAR (LATERAL ENTRY) OF FULL TIME POST GRADUATE DEGREE COURSE IN MANAGEMENT (MBA/MMS) FOR ACADEMIC YEAR 2024-25

This notice is being issued for Online Registration, Scanning & uploading of documents, Documents E-Verification and Online Application Form Confirmation, Filling & Confirmation of Option Form, Self-confirmation before seat acceptance, Paying seat acceptance fees in online mode for confirmation of admission, reporting to Institutes by candidates aspiring for admissions to Direct Second Year (Lateral Entry) Of Full Time Post Graduate Degree Course In Management (MBA/MMS) in the Government, Government Aided, University Managed Institutes, University Managed Departments and Unaided private professional educational institutes for the Academic Year 2024-25 in the Maharashtra State.

For the purpose of document verification, the concept of E-Scrutiny of the documents and Physical Scrutiny of the documents is introduced by the Competent Authority. The candidate shall choose any one mode for document verification during online form filling.

Process of application: The Candidate shall register online, fill & submit online application form and upload the required documents from anywhere through the computer connected to internet and he/she need not have to visit personally for verification and confirmation of the application form in case of **E-Scrutiny** mode selected, his/her application & documents shall be verified and confirmed by the designated E-Scrutiny Center through online mode or if candidate selected **Physical Scrutiny,** he/she need to visit nearest **Physical Scrutiny Centre**.

Eligibility Criteria for various types of candidature for Admission.
Maharashtra State Candidature Candidates and All India Candidature Candidates.-
Eligibility for Admission
The candidate,- (i)   should be a citizen of India; (ii)   should have passed B. E. or B. Tech or BBA or BMS (4 Years); (iii)   Any other eligibility criteria and requirement declared from time to time by the appropriate authority as defined under the Act

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General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS)	**₹ 1200/-**
1. Reserved Category Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC, SEBC*, EWS] & Persons with Disability Candidates belonging to Maharashtra State only. 2. Orphan and Transgender (Other) Candidates.	**₹ 1000/-**

* In case of SEBC Candidates reservation policy will be subject to the decision of Hon'ble High Court in related Writ Petitions.

The activities and scheduled dates for Maharashtra State/All India candidates are as follows

Sr. No.	Activity	Schedule	
		First Date	**Last Date**
1.	**Online registration of application and uploading of required documents by the Candidate for admission on website** (For Maharashtra State/All India (OMS))	25-07-2024	07*-08-2024 up to 05.00 PM
2.	**Documents verification and confirmation of Application Form for Admission by online mode.** By Maharashtra State/All India Candidates shall fill online application form and upload the required documents from any computer connected to internet from anywhere. **Process for E-Scrutiny Mode selected candidates:** 1. Such candidate shall fill online application form and scan original document and upload the required documents from any computer/ smartphone connected to internet from anywhere.	26-07-2024	08*-08-2024 up to 05.00 PM

2. Such candidate need not have to visit to E- Scrutiny Center for verification and confirmation of the application form. His/her application & documents shall be verified and confirmed by the **E Scrutiny Center** through e-Scrutiny Mode. 3. During e-Scrutiny of Application Form of such candidate: • If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement. • If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login. • Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login. **Process for Physical Scrutiny Mode selected Candidates** • Such candidate shall visit the **Physical Scrutiny Center** online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form. • After verification & Confirmation of application form, **Physical Scrutiny Center** shall issue the receipt cum Acknowledgement.		

*Facility of Online Registration & Documents verification, Confirmation of Application Form for Admission to Seats other than CAP Seats shall be continued till **cut-off date up to 05.00 PM** by E- Verification by Scrutiny Center or Physical Verification at Physical Scrutiny Center.

- Applications registered after 07th August 2024 shall be considered only for Non CAP Seats.
- Applications confirmed by E-Scrutiny Center/ Physical Scrutiny Center after 08th August 2024 shall be considered only for Non CAP Seats.

3.	Display of the provisional merit list for Maharashtra State/All India candidates on website.	**18-08-2024**	
4.	**Submission of grievances if any, for all type of Candidates:** • Candidate shall raise the Grievance about correction required in the data displayed in provisional merit list through his/her Login. • The application of such candidates shall be reverted back to the candidate in his/her Login for rectification. • Candidate shall upload the requisite documents to substantiate the claim for any correction/concession. • The status of acceptance/rejection of Grievance raised by candidate shall be available in candidates Login along with latest receipt cum Acknowledgement. • Those Candidate who selected physical scrutiny mode shall visit FC for resolving the grievances.	**19-08-2024**	**20-08-2024 Up to 5.00 PM**
5.	**Display of the Final Merit lists** of Maharashtra State/All India candidates on website.	**21-08-2024**	
6.	**Display of distribution of seats available for the admission Post Graduate course for second year (Lateral Entry)**	**22-08-2024**	
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8.	**Cut-off Date for all type of admissions for the Academic Year 2024-25**	**28-08-2024 upto 5.00 PM**	
9.	**For Institutes: Last date of uploading the data (details of admitted candidates)**	**28-08-2024 upto 6.00 PM**	

Important Instructions for candidate :

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