SVKM's NMIMS Deemed-to-be University
Mukesh Patel School of Technology Management & Engineering

M.C.A. programme – 2022 Batch

Information Handout

1. **Introduction :**

   NMIMS Deemed to be University (as per UGC / AICTE Norms) has launched the postgraduate MCA program at Mukesh Patel School of Technology Management & Engineering, Mumbai campus. It is two years, full time PG degree. The courses conduct here, as part of the curriculum, are helpful in strengthening the students' ability to efficiently approach problems and bring out effective solutions. We provide a wide range of electives from second semester onwards, to gain knowledge and a research orientation as per industry requirements. This Handout gives information about the admission procedure and admission test for two year MCA for the academic year 2022 Batch.

2. **Program & Intake:**

Program	Campus	Intake*
Master in Computer Application (MCA)	Mumbai	60

   *Program will commence only if there are a minimum of 10 eligible candidates admitted after the selection process.
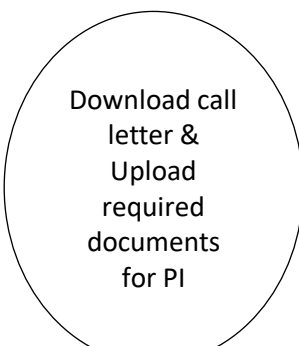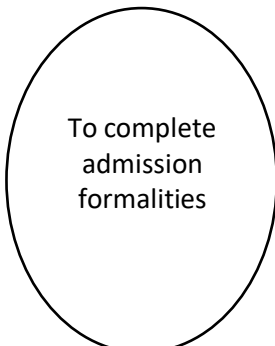
   Admission for MCA program through **Personal Interview** conducted by NMIMS

3. **Eligibility Criteria:**

   3.1 Passed BCA / Bachelor Degree in Computer Science Engineering or equivalent Degree.

   OR

   Passed B.Sc. / B.Com. / B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks in the qualifying examination.

   3.2 Candidates should mention in the online registration / e-admission form (if selected) all the subjects which the candidate has taken & appeared for (not best of four, five, six or seven). The candidate shall have passed all the subjects, which he / she has taken & appeared for in the applicable examination/s. The aggregate percentage of all subjects which the candidate has taken & appeared for will be taken into consideration for confirming the eligibility of the candidate for the program at the time of admission.

   3.3 In case the mark sheet issued by applicable board / University is in percentile/s or Grade point the actual aggregate percentage of all subjects appeared by the candidate will be taken into consideration.

   3.4 Candidate awaiting the results of the final year examination may also apply.

   3.5 Candidates called for admission on the basis of merit list and who do not have final mark sheet will be given "Provisional admission". Fees will be accepted from such candidates but their admission will be confirmed on submission of final mark sheet.

3.6   Candidate whose final mark sheet is not available at the time of admission is required to upload internet copy of result duly attested by Principal of the school / college with official seal, failing which candidate will not be admitted for the program

3.7   Submission of AIU equivalence certificate to confirm the eligibility for the program is mandatory for those candidates who have completed their examination from Overseas Universities.

3.8   Candidates who have cleared their graduation by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are eligible to apply & register as per UGC guidelines.

4. Admission Process:

MCA			
Step 1	**Step 2**	**Step 3**	**Step 4**
Initial Registration, Pay the application fee and complete the process	Download call letter & Upload required documents for PI	To appear for Personal Interview	To complete admission formalities
• Visit www.nmims.edu • For registration click on "Apply Now" and create an account. • Candidate will get the registration number on their registered email ID to fill and complete the application form • Before filling the online form, please read all the instructions carefully mentioned in the instruction handout, important dates and Terms & Condition given in the online application form.	• Candidates, who register successfully, only will be confirmed for Personal Interview. • Candidates are required to download the call letter from login dashboard. No separate call letter will be mailed or posted. • Upload mentioned documents for Personal Interview.	• The personal interviews will be held on Virtual Platform.	• Selected Candidate has to confirm his / her provisional admission by filling up e-admission form, uploading required document and paying fees within given timeline. • Only those candidates who complete the process by paying fees will be provisionally admitted to the program.

4.1   **Payment of registration fee (Step-1) :**

- The online registration fee of Rs 2,500/-
- Registration Fee is non-refundable / Non-transferable.

4.2   Call letter (Step 2) :

- List of Documents to be uploaded for to appear Personal Interview :
    - Copy of duly filled online application form
    - 10th mark sheet & passing certificate
    - (10+2) or equivalent mark sheet and passing certificate
    - Degree mark sheet & Degree certificate (if applicable)
- Candidate's application form will not be considered if they fail to upload the above-mentioned documents till Thursday, 9th June'2022
- The link for the Entrance Test and Personal Interview will be mailed to your registered email ID. The Interviews will be scheduled as per the important dates mentioned on the website.
- The candidate must be available as per the mentioned time given in the call letter. Candidate should have desktop / laptop for taking the Personal Interview with proper internet connection.

5. **Selection Process:** Personal Interview

- **Personal Interview** details will be communicated in the call letter.
- Total marks = 50 marks
- Final merit list will be based on Personal Interview marks.
- Admission offer is given as per the merit and vacancy available. WAITLISTED candidates have to check their merit list status as per the date given on the website. SELECTED candidate should upload necessary required documents and pay the full course fees at the link given in respective candidate's log-in within the stipulated given time frame. Kindly note that only those candidates who complete the process by paying fees will admitted to the program.

6. **Program Fee:**

Fees for Batch 2021-22 was Rs. 2,25,000/- p.a. (For information only).

Fees for current year will be intimated at the time of admission.

7. **Refund Rules:** The Schedule of refund of fees will be as follows. If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days or more before the formally-notified last date of admission.
(2)	90%	Less than 15 days before the formally-notified last date of admission.
(3)	80%	15 days or less after the formally-notified last date of admission.
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission.

(5)	**00%**	More than 30 days after formally-notified last date of admission.

In case of (1) in the table above, the deduction will be 5% of the fees paid as processing charges from the refundable amount, subject to a maximum of Rs 5,000/-.

Note: The above refund rules are subject to revision as per NMIMS University notification (as applicable).

Candidates to refer Important Dates of the respective programme.

8. Important Instructions:

- **For cancellation/ withdrawal of admission:** Withdrawal / cancellation means voluntary withdrawal / cancellation by candidate for any reason. Candidate has to upload cancellation form duly filled and signed, fees paid receipt copy & cancelled cheque (personal account) to mentioned link : https://upload.nmims.edu/admission/cancellation/

- Please see the important dates and preserve it as a guide. All announcements from the institute will be through its website www.nmims.edu / on the candidate's dashboard and no individual communication will be sent to the candidates. Kindly check the website regularly for any updates.

- If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/ her in the application form is incorrect, his/her application for the admission to the program, even if selected, will stand cancelled and fees will be forfeited.

- Candidate's documents will be verified online (if selected) & if found not eligible, admission will be cancelled and fees will be forfeited.

- Canvassing in any form will disqualify the candidate.

- NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. No separate intimation will be given.

- It is the sole responsibility of the candidate to ascertain whether they possess the necessary and requisite qualification for the admission at NMIMS, as verification of the documents is done at the time of final admission.

- All matters of dispute will be subject to the legal jurisdiction of Mumbai only.

9. Contact Information:

NMIMS Admission / Application / Technical related queries:

(a) Toll Free No: 18001025138 – Monday to Saturday (Except public holidays)

(b) For any support and assistance kindly login to dashboard & raise query in my query section