

## **PROCEDURE FOR APPLYING TAMILNADU MBA/MCA ADMISSIONS 2024**

Tamil Nadu MBA/MCA Admissions 2024 is completely an online process with the following stages: – Online Registration & Application Filling, Uploading of Certificate, Certificate Verification, Online Choice filling, Tentative Seat Confirmation and Provisional Allotment.

Candidates have to register their applications online by visiting the official website [www.tn-mbamca.com](http://www.tn-mbamca.com), and submit all the necessary details with application fee. After registration is completed successfully, candidates can upload their certificates as per the given schedule and have them officially verified online. All Eligible candidates after certificate verification will be asked to give their preferred choices, based on their ranks. By visiting [www.tn-mbamca.com](http://www.tn-mbamca.com) website during allotment on specified dates, candidates can provide their preferred list of colleges in order. Based on candidate's rank and their order of preferred choice list, tentative allotment will be generated. Candidates can view their tentative allotment online and must choose to confirm the allotment, the candidates can download their provisional allotment order.

Steps in Tamil Nadu MBA/MCA Admission 2024 Process are as follows

1. Online Application Registration and Payment of registration fees
2. Uploading the scanned copy of original certificates.
3. Online Certificates Verification
4. Publication of Rank (by MBA/MCA Admission 2024 Authority)
5. Online Initial Payment of Fees
6. Online Choice Filling
7. Publication of Tentative Allotment order on a notified date  
(by MBA/MCA Admission 2024 Authority)
8. Confirmation of tentative allotment option by the candidates
9. Provisional allotment of institution (by MBA/MCA Admission 2024 Authority)
10. Reporting to the allotted Institution on the specified date.

The candidates must visit the official website frequently during the entire counselling process and login from time to time to know the status of their application. They are also requested to make a note of various deadlines in each stage. Candidates are also requested to read and follow the instructions given in the official website [www.tn-mbamca.com](http://www.tn-mbamca.com) and strictly follow them for successful completion of online admission process.

## ONLINE APPLICATION REGISTRATION AND PAYMENT OF FEES

Before starting Registration, candidates should make sure they have

- a) Mobile number (preferably their own or their parents)
- b) Valid Email address (create one if not available)
- c) Debit / Credit Cards / Net banking / UPI for payment of fees.

(Ensure access of mobile number associated with bank account for OTP verification)

### Steps in Registration process

1. User Registration
2. Login
3. Personal Information
4. School/College of study information
5. UG degree Information
6. Preview Application and Change of Information
7. Payment of Registration fees
8. Generate and download Application in PDF

### Step 1: User Registration

Using Google Chrome browser or latest Mozilla Firefox browser, Go to the website [www.tn-mbamca.com](http://www.tn-mbamca.com). The homepage will look like the following screen.

GOVERNMENT OF TAMIL NADU  
TAMIL NADU MBA / MCA ONLINE COUNSELLING ADMISSION - 2024

Application form for admission to MBA/MCA Degree Courses 2024-2025

Applications are invited from eligible Degree holders for admission to MBA/MCA Degree courses offered in Government, Government Aided Engineering and Arts and Science Colleges, University Departments of Anna University/Regional Centres, Annamalai University and Others, and also for the seats surrendered by the self-Financing Engineering Colleges and Arts & Science Colleges under the purview of Directorate of Technical Education, Chennai 600 025 and Directorate of Collegiate Education, Chennai 600 006 including Standalone Institutions for the academic year 2024- 2025.

[Click here for New Registration](#)

**Overview of Registration Process**

1. User registration
2. Login
3. Fill I - Personal Information
4. Fill II - School/College of Study Information
5. Fill III - UG Degree Information
6. IV - Preview Details
7. V - Payment Details
8. VI - Download Application

Now click on “**Click here for New Registration**”.



Registration Save

Note

Please fill all details, details entered here cannot be modified later, hence request you to take extra care while filling it. All future communication will be shared to provided Email address and Mobile number so please make sure you provide valid one. You can register only once for given TANCET Number, if you are planning to apply for both MBA and MCA course please select Both from Course Selection

\* Name: SAI ESVAR P ✓  
As per TANCET Mark sheet

\* Mobile: +91 9790279020 ✓

\* Email: tnmbamca@gmail.com ✓  
Type valid email address, this will be your user name.

\* Confirm Email: tnmbamca@gmail.com ✓  
Confirm email address should be same as email

Confirm email address should be same as email

\* TANCET 2024 Registration Number: 12124036 ✓  
2024 TANCET Number, it must be entered as 8 digit number

\* Password: ..... ✓  
Password minimum 6 characters, password should contains at least one alphabet, special character(!@#% ^&) and number.

\* Confirm password: ..... ✓

\* Select the course:  MBA  MCA  Both ✓

Save Reset Cancel

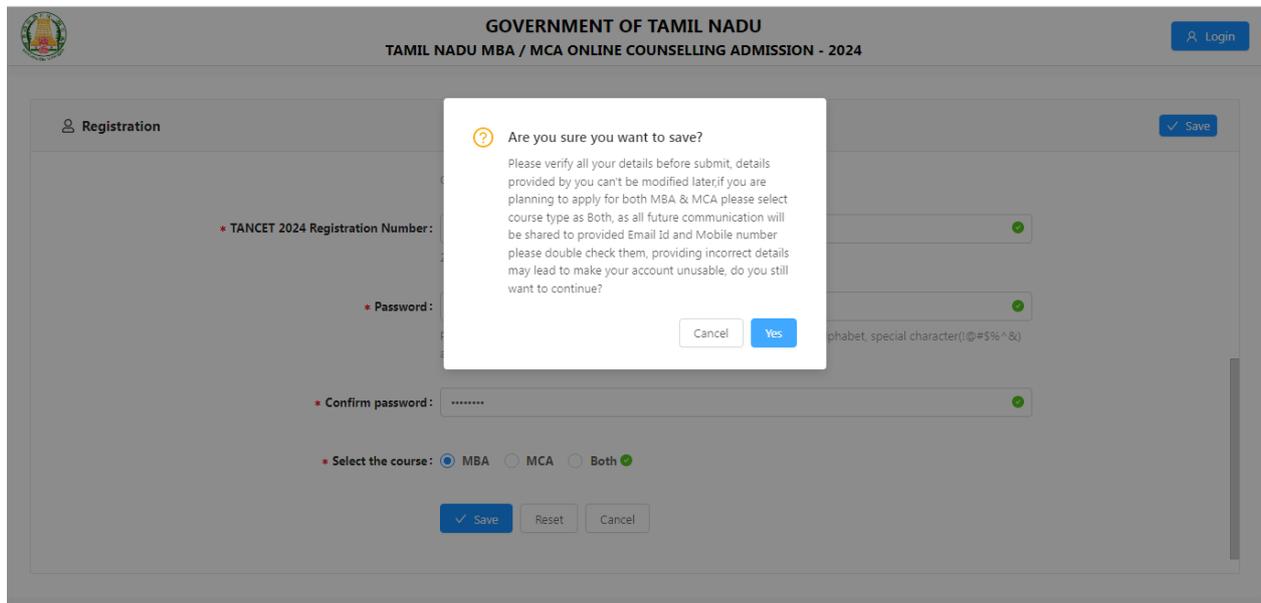
Data to be filled as part of Basic Registration consists of following fields: Name, Mobile Number, E-mail ID, Confirm E-mail ID, TANCET 2024 registration number, Password (Choose your own), Confirm Password (Re-enter chosen password) and select the course.

### Instructions for filling up User Registration fields

- I). Careful consideration must be given while entering Name of the candidate. The name should be entered as displayed in your TANCET 2024 mark sheet.
- II). The mobile number entered here will be treated as your registered mobile number. Kindly enter the correct mobile number. Candidate can provide his/her mobile number or his/her parents' mobile number.
- III). Candidate has to enter his/her e-mail address for "User Id". If the candidate does not have an e-mail address, then an e-mail address has to be created and enter the same for user id. In case, if you do not have an e-mail-id and if you are not in a position to create one immediately, you may use your parents' email. This e-mail address shall be treated as candidate's login user id and registered e-mail address to which all communications are sent.
- IV). TANCET number should be of valid TANCET 2024 number and should have 8 digits.
- V). The password should contain minimum 6 characters. Select at least one alphabet, one number and one special character. Strength of password will be displayed. Kindly choose medium to strong passwords. Weak passwords are not accepted.

VI). Enter the same chosen password in 'confirm password' field.

VII). Details entered here cannot be modified later, hence enter the details correctly before confirming. You have to remember your User ID (e-mail address) and Password, because you will be using them many times during the counselling process. (Better, you record it confidentially and save it safely somewhere) Once you complete the above details, click on "SAVE". Now you will get the following Screen.

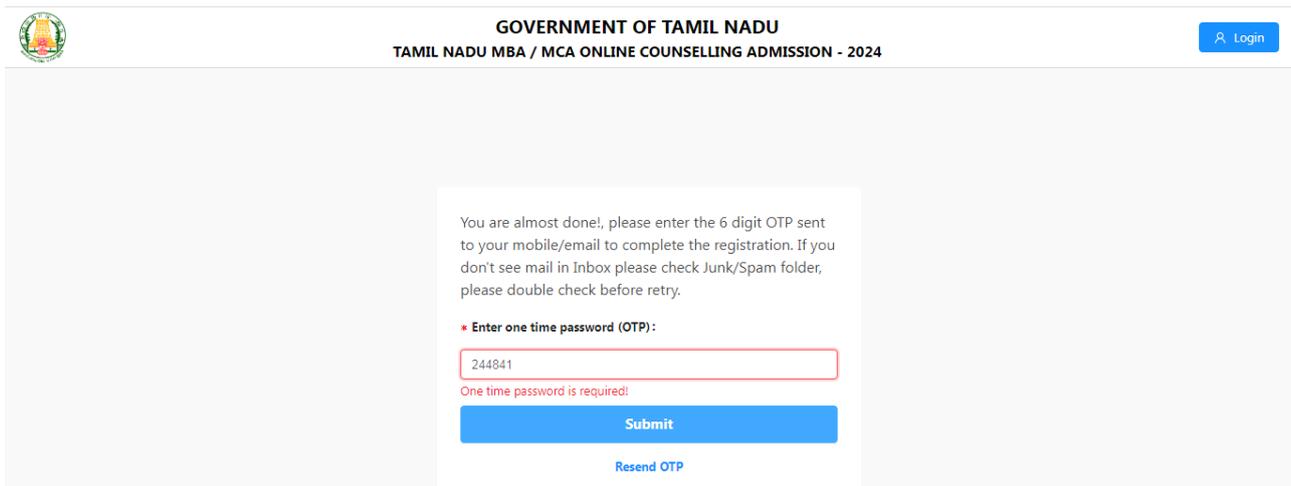


The screenshot shows the registration page for TANCET 2024. A modal dialog box is displayed in the center with the following text: "Are you sure you want to save? Please verify all your details before submit, details provided by you can't be modified later if you are planning to apply for both MBA & MCA please select course type as Both, as all future communication will be shared to provided Email Id and Mobile number please double check them, providing incorrect details may lead to make your account unusable, do you still want to continue?". The dialog has "Cancel" and "Yes" buttons. In the background, the registration form is visible with fields for "TANCET 2024 Registration Number", "Password", "Confirm password", and "Select the course" (MBA, MCA, Both). A "Save" button is at the bottom of the form.

On Clicking Yes, you will receive OTP in your mobile as well as in your email. Do not close the following OTP screen (and) Do not close Browser. Login Credentials are generated only after OTP is verified.

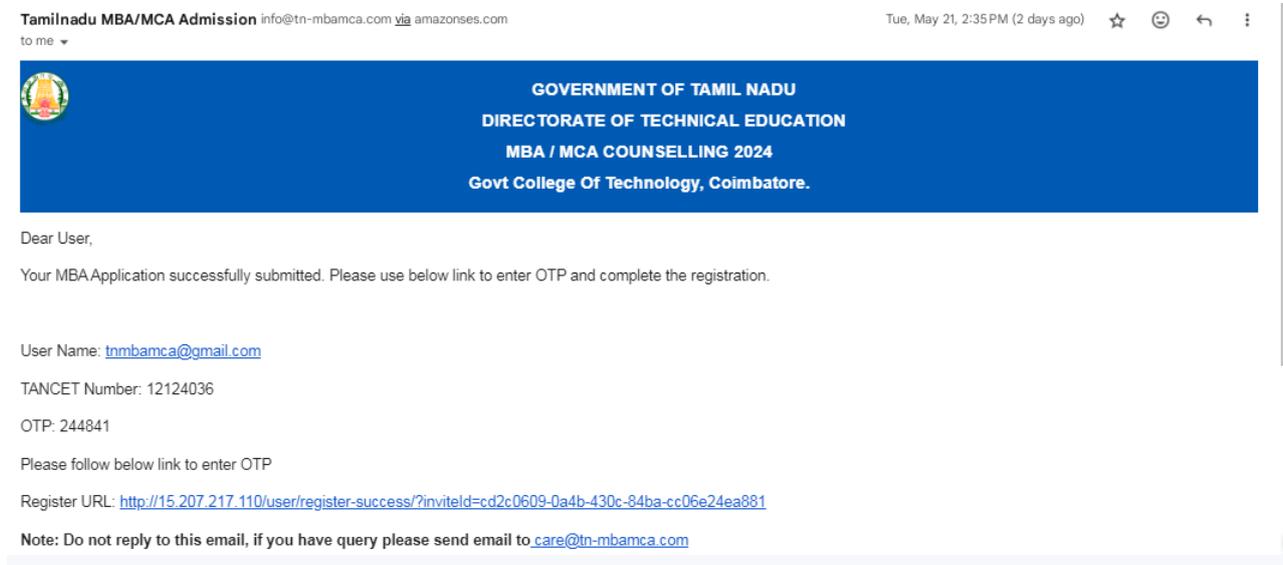
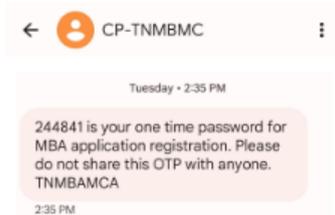
Kindly check the SMS from Sender "TNMBMC" and for Email from the sender info@tn-mbamca.com. In case Email is not present in Inbox, Check Spam folder. Enter the "OTP" at the space provided and press the "Submit" button. If the OTP is correct, you will be directed to the Login Page.

Suppose OTP Page is closed accidentally, email contains the link to this OTP page. If the OTP is not received as both SMS and Email, please check whether correct mobile number and email address are provided. If they are correctly entered, try clicking "Resend OTP". New OTP will be generated and sent to mobile number and email.



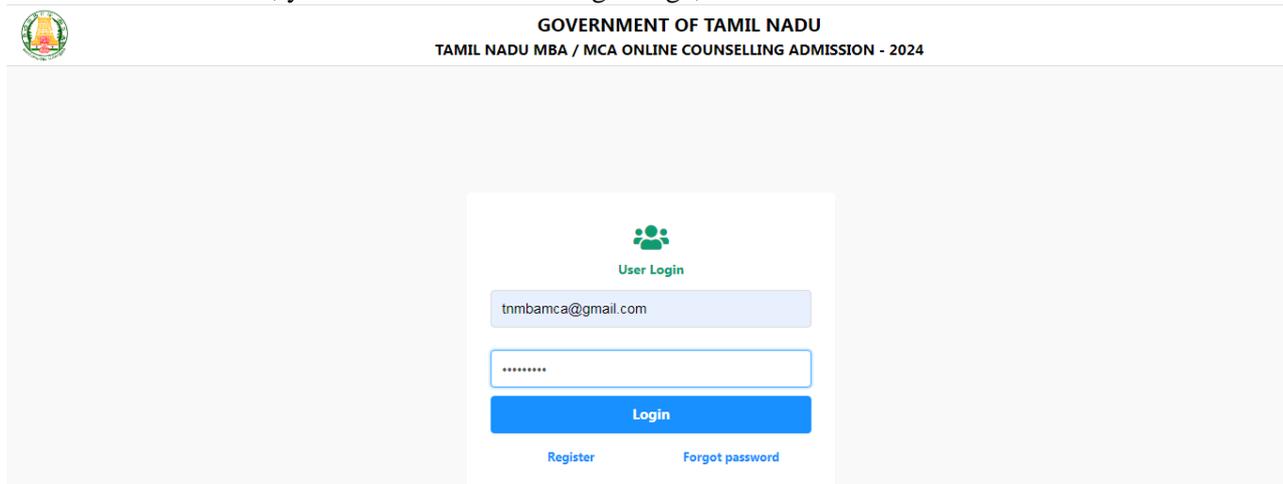
The screenshot shows the OTP verification page. The header includes the Government of Tamil Nadu logo and the text "GOVERNMENT OF TAMIL NADU TAMIL NADU MBA / MCA ONLINE COUNSELLING ADMISSION - 2024" with a "Login" button. The main content area contains the following text: "You are almost done!, please enter the 6 digit OTP sent to your mobile/email to complete the registration. If you don't see mail in Inbox please check Junk/Spam folder, please double check before retry." Below this is a label "Enter one time password (OTP):" and a text input field containing "244841". A red error message "One time password is required!" is displayed below the input field. At the bottom, there are "Submit" and "Resend OTP" buttons.

Sample SMS and Sample Email are shown below.



## **Step 2: Login**

After OTP verification, you will be directed to Login Page, as shown below.



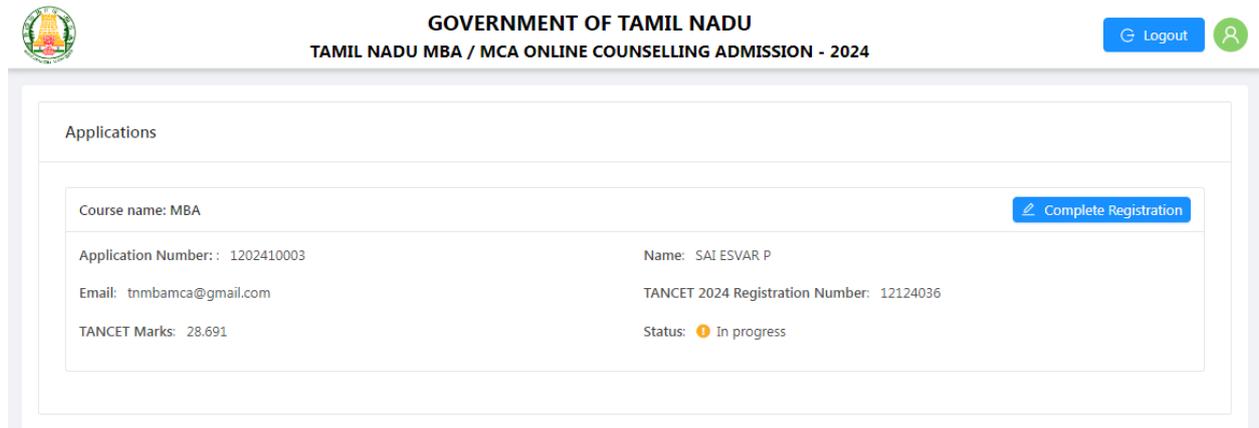
Enter Username and Password provided during Step 1: User registration and Password. Note that Username is your registered email address.

### **Resetting Password**

Suppose if the candidate forgets the password at any stage during online counselling process, kindly click “Forgot password” present in the Login Page.

By entering the correct email address, An Email containing link and instructions for resetting the password will be sent to the registered email address. Kindly click the password reset link provided in the Email.

After Successful Login, you will be directed to the following page.



Applications

Course name: MBA [Complete Registration](#)

Application Number: : 1202410003 Name: SAI ESVAR P

Email: tnmbamca@gmail.com TANCET 2024 Registration Number: 12124036

TANCET Marks: 28.691 Status: ● In progress

Click “Complete Registration”

Information to be filled is divided into 6 tabs, visible at the top of this page.

- i. Personal Information
- ii. School / College of study Information
- iii. UG degree Information
- iv. Preview and Change Information
- v. Payment
- vi. Generate application.

**Kindly note down the application number.**

### **Step 3: Personal Information**

#### **Instructions for filling Personal Information**

- Date of birth should be entered in the format DD-MM-YYYY (for example 05-11-1990). It can be entered by typing it in the given field or by clicking on the calendar symbol displayed in the right side of the date of birth field.
- Communication address may be entered in different lines. While entering this address, you can go to the next line by clicking “enter key”
- Only candidates of Indian nationality are eligible for this counselling. Citizens of other countries are not eligible for this counselling. Candidates belonging to Srilankan tamil refugees are eligible to attend this counselling, as per norms present in Information brochure. All such Sri lankan tamil refugees shall be considered only under General Category. No communal reservation is applicable for such candidates.
- Candidates whose nativity is others, are requested to check their eligibility as per norms present in the Information brochure. Such other state candidates are eligible only under General Category. No communal reservation is applicable for such candidates.

- If the candidate's Nativity is "Others", then they should select an additional field indicating the eligibility criteria.
- Select your caste as per community certificate. If your caste is not displayed, check your community.
- If you are eligible to apply under differently abled quota, select 'yes' for this field. Otherwise, select 'no'. If yes, the certificate issued by the district medical board should be submitted later for verification.
- Qualifying degree is the degree which is mandatory for applying for counselling. For example, if you have completed B.E and M.E, qualifying degree is B.E.
- Eligible patterns of study will be displayed by clicking on the field. Select the one which suits you.
- Select 'passed' or 'appeared' based on whether results are published for all the subjects and passed all the subjects or yet to be published.
- Select the month and year of appearance in the final year exam from dropdown list.



**GOVERNMENT OF TAMIL NADU**  
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[Logout](#) 

Application Number: 1202410003

1 Personal Info — 2 School/College of Study — 3 UG Degree Information — 4 Preview — 5 Payment Details — 6 Generate Application

### 1. Personal Information

<p><b>* TANCET 2024 Registration Number:</b> 12124038 <span style="float: right;">✔</span></p> <p><b>* Name:</b> SAI ESVAR P <span style="float: right;">✔</span></p> <p><b>* Name of the Parent/Guardian:</b> <input style="width: 100%;" type="text"/> <span style="float: right;">✘</span> <small>Parent/Guardian name is required!</small></p> <p><b>* Gender:</b> Male <span style="float: right;">✔</span></p> <p><b>* Date of birth (DD-MM-YYYY):</b> 27-10-2001 <span style="float: right;">✔</span> <small>Date of birth in DD-MM-YYYY format, select from calendar or type</small></p> <p><b>* Communication Address:</b> <input style="width: 100%; height: 40px;" type="text"/> <span style="float: right;">✘</span></p>	<p><b>* Nationality:</b> <input checked="" type="radio"/> Indian <input type="radio"/> Others <span style="float: right;">✔</span></p> <p><b>* Nativity:</b> <input checked="" type="radio"/> Tamil nadu <input type="radio"/> Others <span style="float: right;">✔</span></p> <p><b>* Is Srilankan refugee?:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <span style="float: right;">✔</span></p> <p><b>* Religion:</b> Hindu <span style="float: right;">✔</span></p> <p><b>* Name of the Community:</b> <input style="width: 100%;" type="text"/> <span style="float: right;">✔</span></p> <p><b>* Name of the Caste:</b> <input style="width: 100%;" type="text"/> <span style="float: right;">✔</span></p> <p><b>* Are you applying under Differently Abled Quota?:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No <span style="float: right;">✔</span> <small>(If yes, enclose the Certificate issued by the District Medical Board)</small></p>
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After completely filling the required details click “**Save & Continue**” button.

#### **Step 4: School/ College of Study Information**

In this stage, Candidates can enter their School details if they have studied 11<sup>th</sup> and 12<sup>th</sup> standard and college details. .

- I. First Row: If you have studied diploma instead of 11<sup>th</sup> and 12<sup>th</sup> standard, leave the first row empty. Otherwise select the year of passing of 11<sup>th</sup> standard in first column. Fill the name of the school in which you studied 11<sup>th</sup> standard in second column, district and state where the school is located in third and fourth column.
- II. Second Row: If you have studied diploma instead of 11<sup>th</sup> and 12<sup>th</sup> standard, select and fill the details of your diploma college in first, second, third and fourth column. Otherwise select and fill the details of your 12<sup>th</sup> standard school in first, second, third and fourth column.
- III. Third Row: Select the year of passing of qualifying degree in the first column. Fill the name of the college in the second column, district and state of the where the college is located in third and fourth column.

After completely filling the required details click “**Save & Continue**” button.



Application Number: 1202410003

Personal Info — 2 School/College of : 3 UG Degree Informa 4 Preview — 5 Payment Details — 6 Generate Application

### 2. School/College of Study Information

#### School/College of study

(If you studied diploma instead of 11th and 12th, leave first row empty)

Class/Degree	Year of passing	Name of the school/college	District	State
XI	2020	Government higher Sec School	Coimbatore	Tamil nadu
XII/Diploma	2021	Government higher sec School	Coimbatore	Tamil nadu
Degree	Select Year of passing		Select the District	Tamil nadu

Cancel Edit Back Save & Continue

### Step 5: UG degree Information

In this tab, the complete details about the under graduate qualifying degree are to be entered. After filling all the details, please check again and verify entered details because providing false information may affect your eligibility. After completing all the details press “**Save & Continue**” button.



Application Number: 1202410003

Personal Info — School/College of S 3 UG Degree Inform: 4 Preview — 5 Payment Details — 6 Generate Application

### 3. UG Degree Information

\* Name of the college:

PBS Arts and Science College

\* College Address:

\* Name of the university:

Enter name of the university

\* Discipline of the qualifying Degree:

Enter discipline of qualifying Degree

Ex. B.E Computer Science and Engineering

\* Have you studied last 5 years in Tamil Nadu?:  
 Yes  No

**Details of Mark obtained in UG Degree qualifying examinations**  
*Calculate all subject mark including languages except extra curricular mark per semester. If Final Semester/ Year results are not published, fill up particulars upto Pre-final Semester / Year*

Semester	Month	Year	Maximum Mark/CGPA	Obtained Mark
Semester I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester II	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester III	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester IV	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester V	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Semester VI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Total mark/CGPA:

If calculated value is incorrect please correct is manually

\* Obtained mark/CGPA:

If calculated value is incorrect please correct is manually

\* Percentage of mark:

If calculated value is incorrect please correct is manually

**Average Percentage of mark upto Pre-final Semester / Year in the qualifying Degree Examination (For Inter-Se Merit Purpose)**

\* Total mark till Pre-final Semester/Year:

\* Obtained mark till Pre-final Semester/Year:

\* Percentage of mark till Pre-final Semester/Year:

Cancel Edit Back Save & Continue

a. Instructions for filling UG degree Information

- i. Enter the name of the college where qualifying degree was studied.
- ii. Enter the address of the college where qualifying degree was studied.
- iii. Enter the name of the university to which the college is affiliated.
- iv. Enter the discipline of the qualifying degree. For example 'B.E Computer science'.
- v. The month and year of passing of each semester/year, maximum total marks or CGPA for each semester/year and actual obtained total mark or CGPA in each semester/year are to be entered in this table. All subject marks including languages except extra-curricular subjects (NCC, NSS, YRC, YOGA etc...) are to be considered while calculating total marks obtained for every semester/year. If final semester/year results are not yet published, fill the details up to pre-final semester/year.

- vi. Total mark/CGPA will be auto-calculated by adding obtained mark/CGPA of all the semesters/years. Correct this value if the auto-calculated value is not correct.
- vii. Obtained mark/CGPA will be auto-calculated by adding total maximum marks/CGPA of all the semesters/years. Correct this value if the auto-calculated value is not correct.
- viii. Percentage of marks will be auto-filled by calculating average of obtained marks in all the semesters/years. Correct this value if the auto-calculated value is not correct.
- ix. Enter the total of maximum mark/CGPA up to pre-final semester/year in the field ‘Total marks till pre-final semester/year’.
- x. Enter the total of obtained marks/CGPA up to pre-final semester/year in the field ‘obtained mark till pre-final semester/year’.
- xi. Enter the percentage of marks up to pre-final semester/year in the field ‘Percentage of marks till pre-final semester/year’.

### **Step 6: Preview of Application**

This tab shows the information entered previously by the candidate in all previous tabs. Carefully examine and verify all the details in each tab. To change any displayed information in a tab, click the “**Back**” button. Once all the details are verified and found to be correct, candidate can proceed to pay the registration fees by clicking “Continue to Pay”.

**Please do remember that once the payment is initiated, Candidates cannot go back and modify any of the information available in all previous tabs. So before proceeding to Payment, kindly verify all the information in all the tabs.**



**GOVERNMENT OF TAMIL NADU**  
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Logout 

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Personal Info
School/College of Study
UG Degree Information

**1. Personal Information**

TANCET 2024 Registration Number	Name	Name of the Parent/Guardian	Gender
12124036	SAI ESVAR P	Selvaraj A	Male
Date of birth (DD-MM-YYYY)	Communication Address	State	District
27-10-2001	123, VOC Street Ram Nagar Coimbatore - 641 002.	Tamil nadu	Coimbatore
Pincode	Email	Mobile Number	Alternate Phone number
641002	tnmbamca@gmail.com	7200002202	9789111977
Telephone Number	Place of birth	Mother Tongue	Nationality
--	Coimbatore	Tamil	Indian
Nativity	Is Srilankan refugee?	Religion	Name of the Community
Tamil nadu	No	Hindu	BC
Name of the Caste	Are you applying under Differently Abled Quota?	Select Differently abled type	Qualifying degree
Ayira Vaisyar	Yes	Multiple Disability	Others (Specify)
Specify other Qualifying degree	Pattern of Study	Appearance in final year exam	Appearance in final year exam month
BBM	(10 + 2 + 3) (10th + HSC + 3yrs Degree)	Appeared	May
Appearance in final year exam year	TANCET Marks in 2024	Maths Studied at what level ?	Mode of Study
2024	28.691	--	Regular

Cancel Edit Back Continue to Pay

## Step 7: Payment of Registration fees

In this tab, the amount to be paid as part of application registration will be displayed.

The screenshot shows the 'Payment Details' step of the application process. At the top, it displays the 'GOVERNMENT OF TAMIL NADU' logo and the text 'TAMIL NADU MBA / MCA ONLINE COUNSELLING ADMISSION - 2024'. A 'Logout' button and a user profile icon are in the top right. The application number '1202410003' is centered. A progress bar at the top shows steps: Personal Info, School/College of Study, UG Degree Information, Preview, **5 Payment Details**, and 6 Generate Application. Below the progress bar, there are 'Important instructions' and a 'Payment Cart' section. The 'Payment Cart' shows a 'Registration Fee: 600' and a 'Total (INR): 600'. Under 'Payment Gateways', there is a prompt 'Please select one of the payment gateway' and two options: 'Indian Overseas Bank' and 'Indian Bank'. At the bottom right, there are buttons for 'Cancel Edit', 'Back', and 'Pay'.

### Registration amount to be paid

- Rs.600 for General candidates
- Rs.300 for SC/SCA/ST candidates belonging to Tamil Nadu.

Registration fees can be paid only through Online Payment.

For online payments, Payments can be made by using Credit / Debit Cards / Net banking / UPI.

### Instructions for making online payment

- I). Select any one of the following payment gateways
  - a) Indian Overseas Bank
  - b) Indian Bank
- II). Payment gateways may have transaction charges. In such cases, actual amount to be paid is registration amount + transaction charges.
- III). Once payment is initiated; candidate will be directed to bank gateway website.
- IV). When the payment is completed / failed, candidate will be redirected back to tn-mbamca.com.
- V). **Do not press back button / refresh page when payment is under processing.**
- VI). If Payment is failed you can initiate another transaction immediately, but if it is in progress kindly wait for 20 minutes to initiate next transaction.

- VII). Status of all initiated transactions can be accessed from “My Profile” button present at top right of the page (next to logout) and by clicking “My transactions” tab in the dialog.
- VIII) If you made payment and transaction status still shows In Progress, please wait for 20 minutes and click on reload icon in the action column. Sometime Payment Gateway might take up to 48hours to clear the payment, in case money is deducted from bank but status is not updated to Failure or Success in our system even after 48 hours, please contact us via email [care@tn-mbamca.com](mailto:care@tn-mbamca.com) with Transaction Id, Application Id and any other details that can help us to resolve your issue, if money is not paid and status is still In Progress wait for 20 minutes to initiate another transaction. This is to avoid making multiple payments.
- IX). Before making next payment, kindly ensure the status of earlier transaction. Once payment is success system will not allow to make another transaction.
- X). Payment information is also sent to registered email address. Kindly check your email address to know the status of your payment.
- XI). If the payment is successful, payment successful page will be displayed.
- XII). If the payment is unsuccessful, payment failure page will be displayed.

**At any cost money will not be refunded and we don't entertain online refund policy, if you made multiple payments it will be processed only offline at the end of counselling after verifying all the records.**

### **Step 8: Generate and Download PDF of Application**

After payment of registration fee is completed, submitted application can be downloaded.

#### **Instructions for downloading application**

- i. Once the payment of registration fees is successfully made, candidates will be directed to “Generate report” page.
- ii. Candidates can download the generated application in PDF format by clicking “Download Now” button. Generated application in PDF contains Information entered in previous tabs, declaration page, and list of certificates to be uploaded.
- iii. In case special reservation is applicable Disability Certificates has to be downloaded.
- iv. If the payment is successful, Application PDF can be accessed anytime later by logging in and clicking “Generate report”.
- v. Kindly follow the instructions printed in the downloaded application.

#### **Certificate Upload Instructions**

Once the Payment is done you will not be able to edit the application and certificate upload option will be enabled automatically. You have to upload the scanned copies of all the required documents (minimum size 150KB each and maximum size of 1 MB-Supported image formats are JPG, JPEG, JPE & PNG) for certificates and documents and (minimum size 20KB to maximum size of 50KB) for photo and signature. The upload link is provided as shown below



[Click here to upload certificates](#)

### Applications

Course name: MBA

[Download Application](#)

Application Number: 1202410003

Name: SAI ESVAR P

Email: tnmbamca@gmail.com

TANCET 2024 Registration Number: 12124036

TANCET Marks: 28.691

Status: ✔ Completed



### Upload certificates

[Freeze Upload](#)

#### Instructions

1. All file that are marked with asterisks (\*) symbol are mandatory, you must upload them. You are instructed to upload all semester mark sheets.
2. Select a file and upload for each certificate separately, you can also drag and drop the file to the upload button to initiate upload.
3. Each certificate can be uploaded in an image or PDF file format, file size should be from 150KB to 1MB. Supported image formats are JPG, JPEG, JPE & PNG.
4. Passport size photo and Signature of the Applicant should be uploaded only in image format, file size should be from 20KB to 50KB. Supported image formats are JPG, JPEG, JPE & PNG.
5. To replace new version of file, either delete the file using delete icon and upload new one or just upload new one which will replace the existing version.
6. If there are any additional certificates to be produced, please upload them via additional certificate option.
7. Both sides of semester mark sheet should be uploaded and attestation from Principal/HOD is mandatory for downloaded mark sheets, also upload Grade value/ Credit value, make sure you scan or take picture of both sides of mark sheet and convert to single file before upload
8. Once upload is completed, make sure you freeze the upload inorder to start your certificate verification from our end, but once uploads are frozen, you will not be able to delete or re-upload the certificate again, kindly double check before freeze.
9. Certificates that are marked as optional, you can ignore them if you don't have or not applicable.
10. If file upload fails, retry the upload again.

#### \* 10th Mark Sheet

[Upload](#)

Supported formats are PNG, JPEG, JPG, JPE & PDF, File size 150KB to 1MB

#### \* 12th Mark Sheet / Diploma Certificate

[Upload](#)

Supported formats are PNG, JPEG, JPG, JPE & PDF, File size 150KB to 1MB

#### Provisional / Degree Certificate (optional)

[Upload](#)

Supported formats are PNG, JPEG, JPG, JPE & PDF, File size 150KB to 1MB

#### Transfer Certificate (optional)

[Upload](#)

Supported formats are PNG, JPEG, JPG, JPE & PDF, File size 150KB to 1MB

#### \* TANCET 2024 Mark sheet

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