PROCEDURE FOR APPLYING TAMILNADU MBA/MCA ADMISSIONS 2023

Tamil Nadu MBA/MCA Admissions 2023 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, 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 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 2023 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 2023 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 2023 Authority)
- 8. Confirmation of tentative allotment option by the candidates
- 9. Provisional allotment of institution (by MBA/MCA Admission 2023 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 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

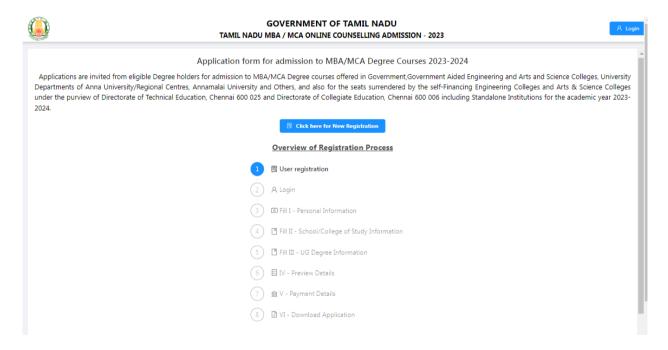
- a) Mobile number (preferably their own or their parents)
- b) Valid Email address (create one if not available)
- c) Debit / Credit Cards / Net banking for payment of fees.(Ensure access of mobile number associated with bank account for OTP verification)

Steps in Registration process

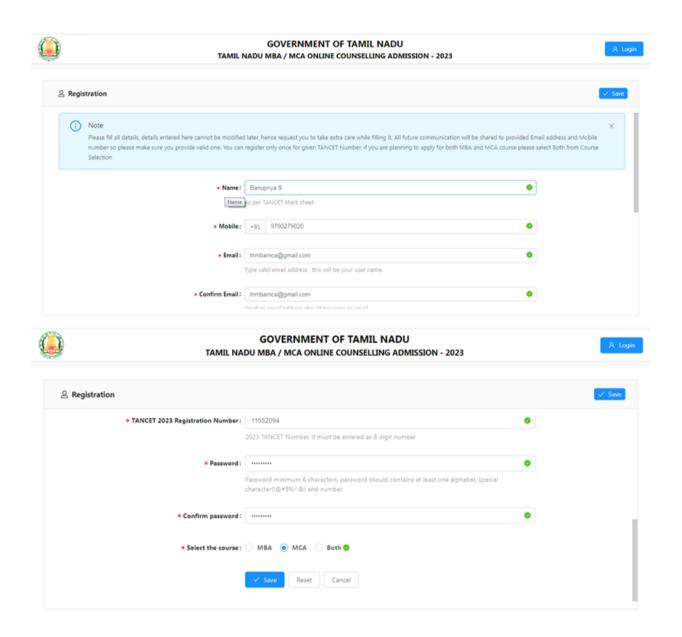
- 1. User Registration
- 2. Login
- 3. Personal Information
- 4. School/College of study information
- 5. UG degree Information
- 6. Preview Application and Change of Information
- 7. Payment of Registration fees
- 8. Generate and download Application in PDF

Step 1: User Registration

Using Google Chrome browser or latest Mozilla Firefox browser, Go to the website www.tn-mbamca.com. The homepage will look like the following screen.



Now click on "Click here for New Registration".

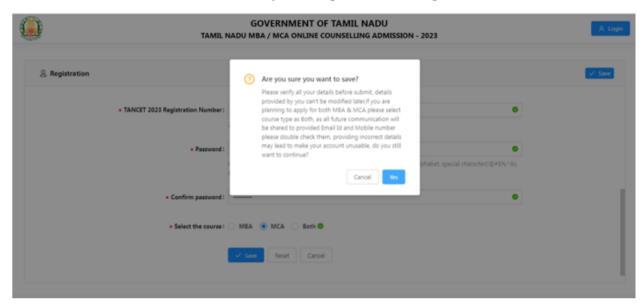


Data to be filled as part of Basic Registration consists of following fields: Name, Mobile Number, E-mail ID, Confirm E-mail ID, TANCET 2023 registration number, Password (Choose your own), Confirm Password (Re-enter chosen password) and select the course.

Instructions for filling up User Registration fields

- Careful consideration must be given while entering Name of the candidate. The name should be entered as displayed in your TANCET 2023 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.

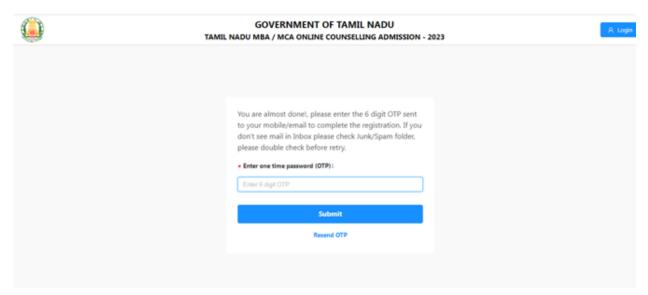
- IV). TANCET number should be of valid TANCET 2023 number and should have 8 digits.
- V). The password should contain minimum 6 characters. Select at least one alphabet, one number and one special character. Strength of password will be displayed. Kindly choose medium to strong passwords. Weak passwords 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 counseling 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.



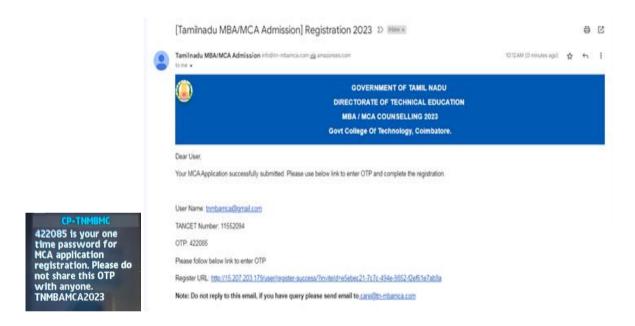
On Clicking Yes, you will receive OTP in your mobile as well as in your email. Do not close the following OTP screen (and) Do not close Browser. Login Credentials are generated only after OTP is verified.

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.



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.



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.

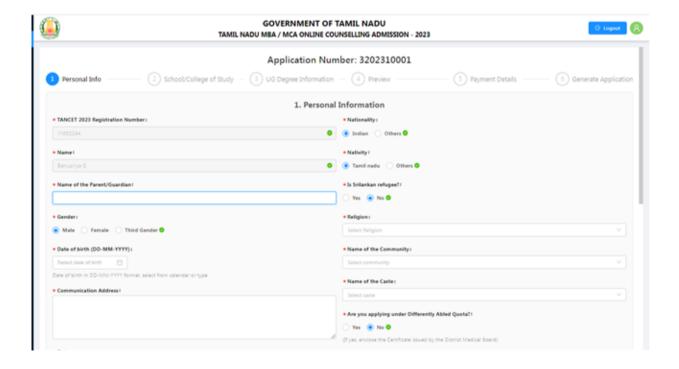
Kindly note down the application number.

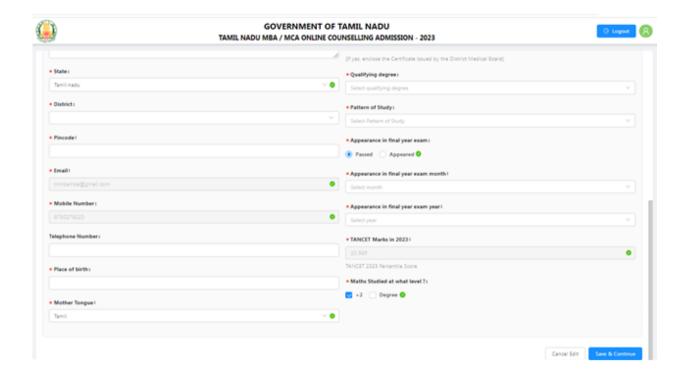
Step 3: Personal Information

<u>Instructions for filling Personal Information</u>

- I). Date of birth should 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.
- II). Communication address may be entered in different lines. While entering this addresses, you can go to the next line by clicking "enter key"

- III). Only candidates of Indian nationality are eligible for this counselling. Citizens of other countries are not eligible for this counseling. Candidates belonging to Srilankan tamil refugees are eligible to attend this counseling, 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.
- IV). 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.
- V). If the candidate's Nativity is "Others", then they should select an additional field indicating the eligibility criteria.
- VI). Select your caste as per community certificate. If your caste is not displayed, check your community.
- VII). 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.
- VIII). Qualifying degree is the degree which is mandatory for applying for counseling. For example, if you have completed B.E and M.E, qualifying degree is B.E.
- IX). Eligible patterns of study will be displayed by clicking on the field. Select the one which suits you.
- X). Select 'passed' or 'appeared' based on whether results are published for all the subjects and passed all the subjects or yet to be published.
- XI). Select the month and year of appearance in the final year exam from dropdown list.



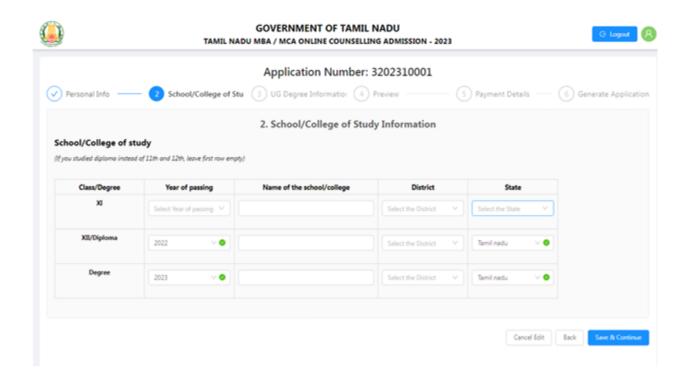


Step 4: School/ College of Study Information

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

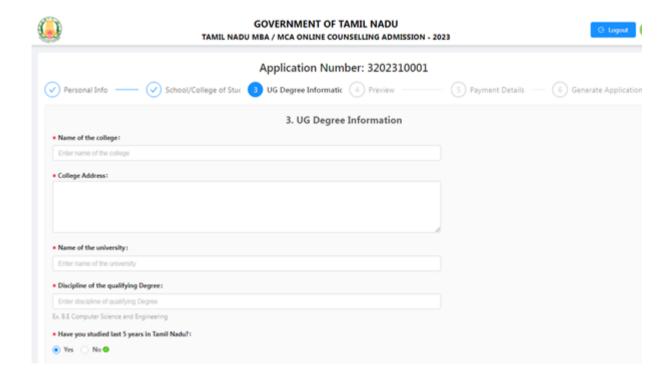
- I. First Row: If you have studied diploma instead of 11th and 12th standard, leave the first row empty. Otherwise select the year of passing of 11th standard in first column. Fill the name of the school in which you studied 11th standard in second column, district and state where the school is located in third and fourth column.
- II. Second Row: If you have studied diploma instead of 11th and 12th 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 12th 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.

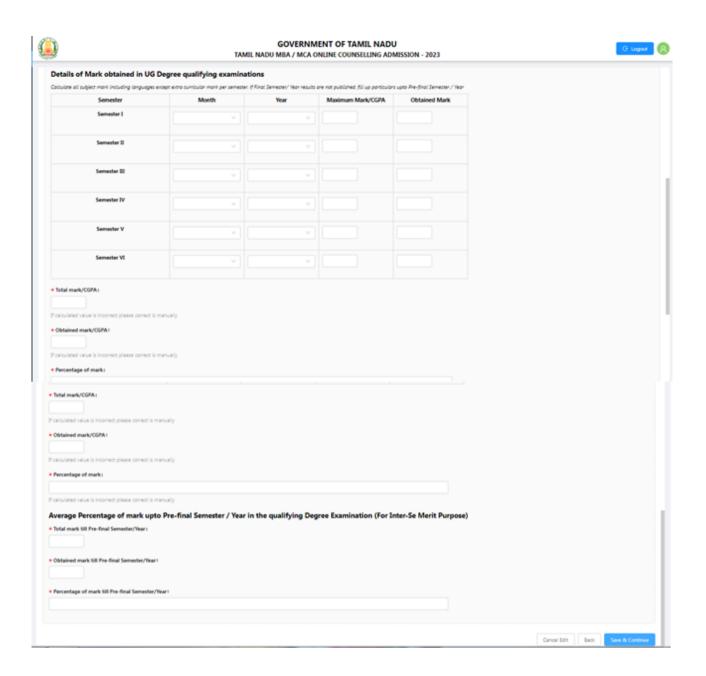
After completely filling the required details click "Save & Continue" button.



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.





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 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

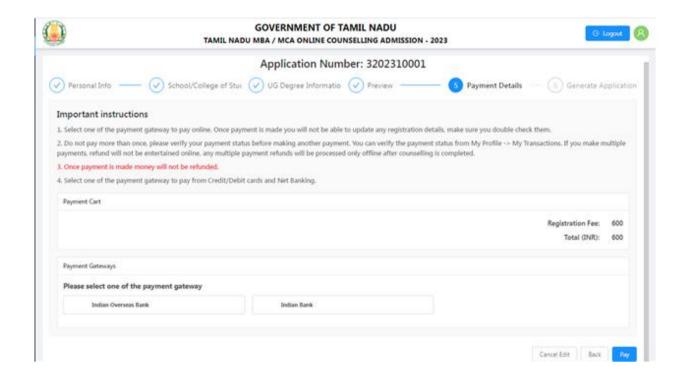
This tab shows the information entered previously by the candidate in all previous tabs. Carefully examine and verify all the details in each tab. To change any displayed information in a tab, click the "Back" button. Once all the details are verified and found to be correct, candidate can proceed to 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.



Step 7: Payment of Registration fees

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



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, or by Net banking.

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 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

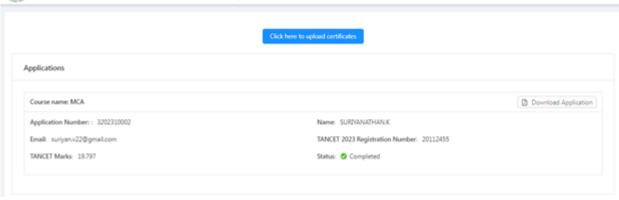
Once the Payment is done you will not be able to edit the application and certificate upload option will be enabled automatically. You have to upload the scanned copies of all the required documents (minimum size 150KB each and maximum size of 1 MB) for certificates and documents and (minimum size 20KB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



GOVERNMENT OF TAMIL NADU TAMIL NADU MBA / MCA ONLINE COUNSELLING ADMISSION - 2023

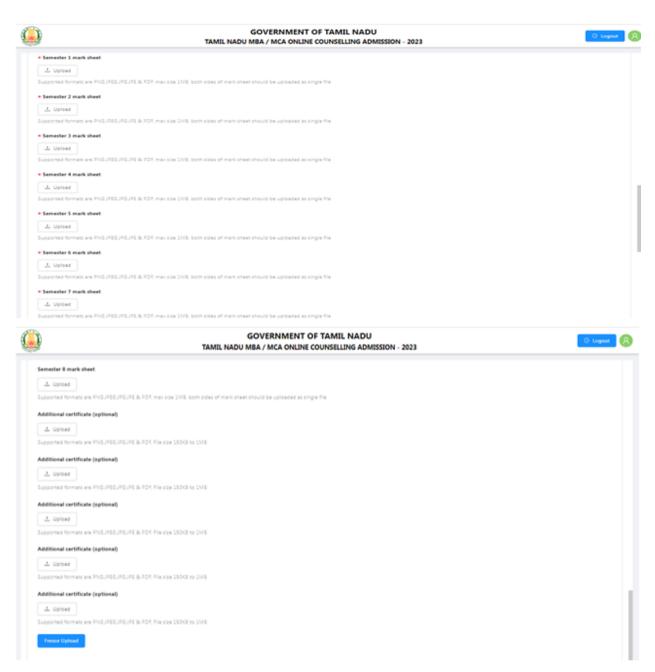












Upload all the necessary documents and after you are satisfied that all the certificates and documents are uploaded correctly, press the "Freeze Upload" button. You can neither upload not remove any certificate or document after pressing the "Freeze Upload" button. Click on "Confirm" button to complete uploading of certificates.

