MES IMCC — Master of Computer Applications (MCA)

Admission Handbook for AY 2025–26

Pune's MES Institute of Management & Career Courses (IMCC) offers a 2-year, full-time MCA program. This guide explains who can apply, how to apply, required documents, timelines, fees, scholarships/financial aid, and whom to contact.

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1) Eligibility Criteria

To be eligible for First-Year MCA admission in Maharashtra (through CET Cell/CAP):

- **Citizenship:** Indian citizen.
- **Qualifying degree:** A **Bachelor's degree (any discipline)** such as BCA, B.Sc., B.Com., B.A., B.E./ B.Tech., B.Voc., etc.
- **Mathematics requirement: Mathematics at 10+2 or at Graduation** (any one).
- **Minimum marks: 50% aggregate (Open category)**; **45%** for **Maharashtra Reserved Categories/ EWS/PwD**.
- **Entrance exam: Non-zero score in MAH-MCA-CET 2025** (or as notified by CET Cell).

  Note: Category benefits (SC/ST/VJ/DT/NT/OBC/SBC/SEBC/EWS/PwD/J&K/Ladakh migrant) apply as per Government/CET Cell rules.

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2) Application Process (Step-by-Step)

Admission to IMCC's MCA is via the **State Common Entrance Test Cell (Maharashtra) Centralised Admission Process (CAP)**.

A. Before CAP

1. **Take MAH-MCA-CET 2025** and download your **Scorecard**.
2. Keep all **documents** (see Section 3) ready in scanned PDF/JPG.

B. CAP Registration & Merit (on CET Cell portal)

1. **Register online** on the CET Cell admissions portal when registration opens.
2. **Upload documents** and **select verification mode**:
3. **E-Scrutiny:** online verification by Scrutiny Centre (no visit required), or
4. **Physical Scrutiny:** visit a designated Facilitation Centre (FC) with originals.
5. **Application confirmation** by the centre (E-Scrutiny/FC) is **mandatory** for CAP merit.

6. **Provisional Merit List** publishes → **Grievance window** (if any corrections) → **Final Merit List** publishes.

C. Option Form & Allotment

1. **Fill Option Form** (college/course preferences).
2. IMCC **MCA DTE Code:** 623224110 (keep this handy while listing choices).
3. **Seat Allotment** (CAP Round-wise) appears in your login.
4. **Seat Acceptance**: Self-confirm the allotted seat **within the deadline** and **pay seat-acceptance fee** online on the portal.

D. Reporting to IMCC (Institute Level)

1. **Report to IMCC** with originals + photocopies for **document verification**.
2. **Pay IMCC fees** as per the latest fee schedule (see Section 4).
3. **Complete admission formalities** (institute forms, undertakings, anti-ragging, etc.).

Tip: Keep digital + 3–4 physical copies of all documents and recent passport photos ready. Save e-receipts.

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3) Documents Required

Prepare **originals** and **two sets of self-attested copies** (actual requirements depend on your category/ quota). Typical list:

Identity & Academics - MAH-MCA-CET **Admit Card** and **Scorecard** (2025) - **CAP Application Form** printout & **Seat Allotment Letter** (round-wise) - **SSC (Class 10) Marksheet & Passing Certificate** - **HSC (Class 12) Marksheet & Passing Certificate** - **All Semester/Year Graduation Marksheets** & **Degree/Provisional Certificate** - **Leaving/Transfer/Migration Certificate** (as applicable)

Category/Quota (if applicable) - **Caste/Tribe Certificate** & **Validity Certificate** (SC/ST/VJ/DT/NT/OBC/SBC/ SEBC) - **Non-Creamy Layer (NCL) Certificate** (valid up to 31-Mar-2026 for relevant categories) - **EWS Certificate** (as per Govt. format) - **Disability Certificate** (PwD) - **J&K/Ladakh Migrant** proof (where applicable)

Domicile/Nationality & Others - **Domicile/Nationality Certificate** (or School Leaving showing nationality/ birth in MH) - **Aadhaar/PAN** (Photo ID) - **Income Certificate** (for scholarship/TFWS/EBC/EWS as relevant) - **Gap Certificate** (if academic gap) - **Passport-size photographs** (3–4)

Always carry originals for verification; institute may ask for additional documents per rules.

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4) Admission Timeline (AY 2025–26)

Exact dates are announced by CET Cell each year. Below is the **official sequence** with **2025 anchor dates** to help you plan:

- **Online Registration & Document Upload:** *30 Jun 2025* to *16 Jul 2025, 5:00 PM*
- **Document Verification & Application Confirmation (E-/Physical Scrutiny):** *1 Jul 2025* to *17 Jul 2025, 5:00 PM*
- **Provisional Merit List Display:** *19 Jul 2025*
- **Grievances Window:** *20 Jul 2025* to *22 Jul 2025, 5:00 PM*
- **Final Merit List Display:** *25 Jul 2025*
- **Option Form Filling & CAP Rounds:** Follow the CET Cell schedule (multiple rounds in Jul–Aug). Check portal daily during rounds.
- **Institute Reporting & Fee Payment:** As per your **allotment round** deadline.

Always check the CET Cell portal and IMCC website for live updates, extensions, and round-wise reporting dates.

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5) Fee Structure & Payment (MCA, AY 2025–26)

Final Fees (as approved by Shikshan Shulka Samiti, Mumbai)

Category	Tuition Fee (₹)	Development Fee (₹)	Total Annual Fee (₹)
Open (All India/MH Open)	1,39,130	20,870	**1,60,000**
OBC / EWS / EBC / SEBC — Male	69,565	20,870	**90,435**
SBC / TFWS / DT / VJ / NT	—	20,870	**20,870**
SC / ST	*As per Govt. scholarship freeship norms*	—	*Institute bills per rules*

Notes & How to Pay - Fees are **annual**; second-year fees are payable as notified for AY 2026–27. - Category-wise concessions depend on **valid certificates** and **scholarship sanction**. - **Payment mode/ instructions** (online link/DD/bank details) are issued by IMCC **at the time of reporting**. Keep your **seat-acceptance fee receipt** from CET portal. - Other compulsory university/eligibility/exam fees, deposits (caution money), and ERP/card fees—**if applicable**—are notified by the institute during admission.

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6) Scholarships & Financial Aid

Eligible students can avail **Government of Maharashtra scholarships** and fee concessions (apply through **MahaDBT** portal) and **TFWS** seats via CAP.

Government Scholarships (through MahaDBT) - **GOI Post-Matric Scholarships / Freeship** (SC, ST, OBC, SBC, VJ/DT/NT, EWS, etc.) - **Tuition Fee & Exam Fee Reimbursement** schemes (category-wise) - **Merit-/ Income-linked schemes** (e.g., Rajarshi Chhatrapati Shahu Maharaj scholarships)
- **PwD** Post-Matric scholarships and maintenance allowances

TFWS (Tuition Fee Waiver Scheme) - **Up to 5% supernumerary seats** per course are available through **CAP**. - **Waiver applies only to Tuition Fee** (other fees are payable by the student). - **Income-linked & Maharashtra State candidature** conditions apply; keep **income certificate** ready.

How to Apply 1. **Register/Login on MahaDBT** and complete your profile. 2. Select the **appropriate scheme** based on your category/income. 3. **Upload documents** (income/caste/validity/NCL/EWS/domicile, etc.). 4. **Submit** within the portal's deadline; **track status** and respond to any queries.

> IMCC publishes scholarship notices and assists with institute-level verifications as per Govt. timelines.

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7) Contact Information (IMCC — MCA Admissions)

Institute Address
MES Institute of Management & Career Courses (IMCC)
131, Mayur Colony, Kothrud, Pune — 411 038, Maharashtra, India

Office (Admissions): 020-2546 6271 / 020-2546 6273
Email: info.imcc@mespune.in
MCA Admission Enquiry (AY 2025–26):
• **Dr. Venugopal Narsingoju:** 7620891669
• **Dr. Ashwini Patil:** 9307571413
MCA DTE Code: 623224110
Web: IMCC → *Admission 2025–26* page (ERP/student links also available there)

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8) Quick Checklist (Print & Use)

- [ ] MAH-MCA-CET 2025 **Scorecard**
- [ ] CET Cell **Registration** completed & **Application Confirmed** (E-/Physical Scrutiny)
- [ ] **Final Merit List** checked; **Option Form** filled with IMCC (623224110) in preferences
- [ ] **Allotment** accepted; **Seat-Acceptance Fee** paid
- [ ] **All originals + 2 sets** of self-attested copies ready
- [ ] **Institute reporting** done within deadline; **IMCC fee** paid as instructed

- [ ] **MahaDBT scholarship** application submitted (if eligible) and tracked

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Disclaimer

Policies, fees, categories, timelines, and processes are **subject to change** by CET Cell/SSS/SPPU/IMCC. Always refer to the **latest official notifications/portals** and follow instructions issued at the time of admission.