



# National Institute of Technology Calicut

NIT Campus Post, Calicut-673 601, Kerala

Tel: 0495-2286119; Fax: 0495-2287250

Web: [www.nitc.ac.in](http://www.nitc.ac.in) Email: [pgadmissions@nitc.ac.in](mailto:pgadmissions@nitc.ac.in)

## P.G. Admission Office

### Provisional Admission to MCA Programme 2020 (Through NIMCET)

#### Instructions to Candidates

The candidates who got their final allotment to National Institute of Technology Calicut, through the Centralized Counseling (NIMCET 2020) for MCA admissions for the academic year 2020-21 has to complete the admission procedures at the Institute level. The schedule of various steps in the admission process for the provisional enrollment of the candidates for MCA programme at the Institute are given below.

Sl. No.	Activities	Date
1	Online uploading of student details and all relevant certificates/documents	24 <sup>th</sup> to 29 <sup>th</sup> December, 2020
2	Verification of the uploaded documents	30 <sup>th</sup> December 2020 to 2 <sup>nd</sup> January 2021
3	* Remittance of the balance fee at the Institute	3 <sup>rd</sup> to 5 <sup>th</sup> January 2021
4	Preparation of provisional admission records and finalization of Provisional Roll lists	6 <sup>th</sup> to 8 <sup>th</sup> January 2021
5	Commencement of online classes	To be announced later
6	Physical Reporting and Document verification at the Institute	To be announced later

\* For more details you can see the information brochure given in the link [http://nitc.ac.in/app/webroot/img/upload/contentfile\\_23687.pdf](http://nitc.ac.in/app/webroot/img/upload/contentfile_23687.pdf).

#### Instructions for document uploading:

The candidates have to upload the documents mentioned below through the Institute website. The link for uploading the documents and instructions to be followed is given at the end of this document.

### **List of Documents to be uploaded for Online Document Verification:**

Candidates are required to upload the colored scanned copy of the following original Documents:

- (a) Mark sheet of Class X
- (b) Photo ID proof as per Govt. of India norms.
- (c) Mark sheet of Class XII (The candidates who have appeared for improvement has to upload both the original and the improvement mark sheets)
- (d) Grade/Mark sheets of qualifying examination for all semesters (Mark sheets of all semesters/years need to be combined to a single pdf for uploading/ Consolidated Grade (Mark) sheet with all subjects mentioned in it).
- (e) Degree/ Provisional certificate. If result of qualifying degree is awaited, certificate of course completion from the institute/university last studied must be provided in the prescribed format available in **Annexure A or as prescribed by NIMCET**. Those who have passed the qualifying degree on or before 2018 must have to upload degree certificate (not the provisional certificate)
- (f) NIMCET Rank Card (2020).
- (g) Certificate for Economically Weaker Sections, if applicable, issued by the competent authority (not below the rank of Tahsildar) indicating the financial status for the financial year ending March 31, 2020 (2019-20) (**should have been issued on or after 1 st April, 2020**).
  - The financial year shown in the EWS certificate should be 2019-20 and year of validity should be 2020-21.
- (h) Community Certificate, in the case of OBC candidate, if applicable, from a competent authority (not below the rank of Tahsildar) indicating the status regarding Creamy Layer based on financial year ending March 31, 2020 (**should have been issued on or after 1st April, 2020**).
- (i) Community Certificate, in the case of SC/ST candidate, from a competent authority (not below the rank of Tahsildar).
- (j) Certificate from the Medical Board of Govt. Medical Colleges/Dist. Head Quarters Hospitals, in the case of Persons with Disabilities (PwD), if applicable.
- (k) Migration and/or Transfer (Leaving) Certificate issued from the institute last studied/attended.
- (l) Conduct/Character certificate from the Head of the Institution/Organization last attended/working or Gazetted Officer issued **within last six months**.
- (m) Provisional Admission Letter (PAL) sent to you from the institute, duly signed by the candidate.
- (n) Late submission undertaking form (format given in Annexure-B), if applicable.

### **Notes:**

- (1) Caste certificate (SC/ST/OBC-NCL) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OBC-NCL category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OBC-NCL candidates of Maharashtra State have to produce their caste validity certificate. ST

certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.

- (2) The category certificates submitted by the candidates should contain the office seal along with the signature of the competent authority (Not Applicable for digital certificates).
- (3) If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute, will be required during the verification of documents.
- (4) The original colour documents are to be scanned fully till the end, making sure that all the details and signatures of the authority are clearly visible.
- (5) Candidates who are appearing for their final examination and are awaiting results should produce all original mark lists and the degree certificate/ provisional certificate (satisfying the eligibility criteria) by 31<sup>st</sup> January 2021. They have to produce a certificate from the Head of the Institution stating that he/she has appeared/appearing for the final semester/ year examination of the qualifying degree in the prescribed form as given in **Annexure A**.
- (6) For the appearing candidates, whose results are awaited or exams are not over, the mark sheets up to the pre\_final semester/year need to be uploaded. If the mark sheets of the final two semesters of the qualifying degree are available as digital copies, the self-attested copies of such certificates are to be uploaded.
- (7) While uploading the mark sheets/consolidated mark sheets, make sure that subject code and name is clearly given. If not, upload the relevant page showing the details of subject names and codes also, for verification.
- (8) The calculation of CGPA or Percentage (Whichever is the primary mode of evaluation criteria by the university) should be clearly visible in the mark sheets / consolidated marks/ grade cards. If not, upload the relevant page showing the details of calculation also, for verification
- (9) No relaxation will be given for submitting the category certificates at the time of document uploading. Please note that the undertaking to be submitted for late submission of relevant documents/ certificates given in **Annexure B** is not applicable for category certificates.
- (10) For any further relaxations over and above those mentioned above, the candidates have to submit a request to the Dean (Academics), clearly showing the reason for the same and attaching relevant document proofs. The request can be sent through e-mail to [dao@nitc.ac.in](mailto:dao@nitc.ac.in) with a copy to [nimcet2020.verification@nitc.ac.in](mailto:nimcet2020.verification@nitc.ac.in) with subject “**MCA Admission 2020: Request to Dean for Special Permissions**”. Decisions on such requests will be the discretion of the Institute higher authority, depending on the gravity of the issue.
- (11) Standard format of the necessary certificates are available in the following link <http://nitc.ac.in/index.php/?url=admission/index/58>

### **Online uploading of student details:**

Please use the following link (The link will be active from 24<sup>th</sup> December 2020) for uploading your personal details and all the relevant certificates/documents into the Institute Database for the provisional admission:

<http://www.dss.nitc.ac.in/MtechApp/loginMCA.aspx>

Before you start filling-in your personal details in the above link, keep a softcopy of your recent PASSPORT SIZE PHOTOGRAPH and SIGNATURE to upload (Maximum of 120 kB).

### **Hostel Facility:**

Hostel facilities are available for all the students. Hostel Room Allotment will be done to the admitted students at the time of physical reporting at the Institute and after payment of the required hostel fees. Fee structure for the hostel accommodation will be intimated at the time of physical reporting.

### **Refund Rules:**

Refund of fee shall be permitted to a student who leaves the academic programme till such dates that will permit the Institute to fill the vacancy so created through subsequent seat allotment process of the Institute. In such cases, all fee and deposits paid at the time of admission will be refunded after a deduction of processing fee of Rs. 5000/- (Rupees Five Thousand only). No fee other than Caution Deposit shall be refunded to students who withdraw admission after such stipulated dates.

**Chairperson (PG Admissions)  
NIT Calicut**

## DATA ENTRY FOR STUDENTS ADMITTED THROUGH NIMCET 2020

### Instructions to be followed



Email ID

Password

**LOGIN**

[New User.... ?](#)   [ForgotPassword.... ?](#)

- ✓ Enter the URL (<http://www.dss.nitc.ac.in/MtechApp/loginMCA.aspx>) in the browser to load the Login Screen.
- ✓ Click the New User link at the bottom.

### New User page



Email ID

Mobile No.

Password

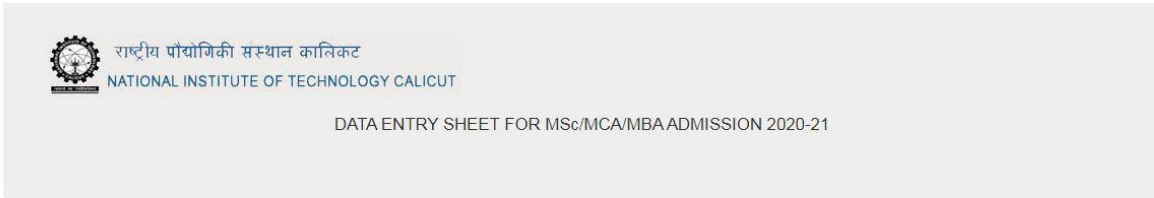
Confirm Password

**Add**

- ✓ Create new user by giving the details given above and login using the password

## Data Entry page

After login using the mail id and password, screen for data entry appear like below



If you are experiencing any problem please mail us to [nitcdss@nitc.ac.in](mailto:nitcdss@nitc.ac.in) ( copy to :[pgadmissions@nitc.ac.in](mailto:pgadmissions@nitc.ac.in) ) or call 0495 – 2286860

(Please read information brochure before filling the form)

**NB:**Keep PHOTOGRAPH ready for uploading(Below 100KB)



Personal Information

Name of the Candidate	<input type="text"/>	<input checked="" type="radio"/> Male	<input type="radio"/> Female
	<small>As given in 10th/SSLC/10+2/HSC/PDC Certificate</small>	Nationality	- Select -
Name of Father	<input type="text"/>	Occupation of Father	<input type="text"/>

- ✓ Personal information should be entered first and click “save” to go to the address information

Personal Information

Name of the Candidate	<input type="text"/>	<input checked="" type="radio"/> Male	<input type="radio"/> Female
	<small>As given in 10th/SSLC/10+2/HSC/PDC Certificate</small>	Nationality	- Select -
Name of Father	<input type="text"/>	Occupation of Father	<input type="text"/>
Name of Mother	<input type="text"/>	State of Domicile	- Select -
Blood Group	<input type="text"/>	Annual income	<input type="text"/>
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Religion	-- Select --	Aadhaar Card No	<input type="text"/>
Caste	<input type="text"/>	Physically Handicapped ?	<input type="radio"/> Yes
Category	- Select -		<input checked="" type="radio"/> No

**SAVE**

- ✓ If you do not possess Aadhar card give the Aadhar card number as 0000 0000 0000

## Address Information

Address Information

**Address for Communication:**

Address

(Please do not enter city,district, state & PIN in the address field)

City

District

State

PIN

Mobile

Parent Mobile

E-mail

**Permanent Address:**  Copy communication address

Address

(Please do not enter city,district, state & PIN in the address field)

City

District

State

PIN

Phone

Nearest Railway Station

**SAVE**

- ✓ After filling the details in the “Address Information” save and proceed to “Education information”

Educational Information

Qualification to degree programme  % of Marks

**Details of the Degree Course:**

Name of the Degree

Branch / Discipline

Passed all subjects in all semesters/years

Grading method of degree programme

Duration in years

Course completed?

Year of completion of degree programme

	Total Marks	Maximum Marks	% of Mark
Aggregate Marks of All Semesters/Years	<input type="text"/>	<input type="text"/>	<input type="text"/>
Institute / University	<input type="text"/>	TC/Migration/Leaving Certificate Number	<input type="text"/>

**SAVE**

- ✓ If your course is not completed then select “No” and save and proceed. Upload Annexure A and B in case your course is not completed

## NIMCET information

Details for M.Sc/MCA/MBA Programme

NIMCET/CAT/JAM RANK

NIMCET/CAT/JAM ROLL NO.

Department to which admission is sought

[Programmes to which admission is sought](#)

- ✓ Enter the details of the programme allotted and click “save”.

## Document Uploading

**Please make sure that you have gone through the instructions/clarifications given regarding the “documents to be uploaded” before uploading the same. Please follow the instructions carefully and upload the correct documents without any discrepancies.**

- ✓ Upload the documents given below in the order given, from (a) to (n), with appropriate file name and attach in “Upload Documents” section as a rar file (size less than 7 MB).

Upload Documents

Please Upload Certificate As .rar Format

No file chosen

Candidates are required to upload the colored scanned copy of the following original Documents:

- Mark sheet of Class X
- Photo ID proof as per Govt. of India norms.
- Mark sheet of Class XII



- (d) Grade/Mark sheets of qualifying examination for all semesters (Mark sheets of all semesters/years need to be combined to a single pdf for uploading/ Consolidated Grade (Mark) sheet with all subjects mentioned in it).
- (e) Degree/ Provisional certificate. If result of qualifying degree is awaited, certificate of course completion from the institute/university last studied must be provided in the prescribed format available in **Annexure A or as prescribed by NIMCET.**
- (f) NIMCET Rank Card (2020).
- (g) Certificate for Economically Weaker Sections, if applicable, issued by the competent authority (not below the rank of Tahsildar) indicating the financial status for the financial year ending March 31, 2020 (2019-20) (**should have been issued on or after 1 st April, 2020**).
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- (k) Migration or Transfer or Leaving Certificate issued from the institute last studied/attended.
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- (m) Provisional Admission Letter (PAL) sent to you from the institute, duly signed by the candidate.
- (n) Late submission undertaking form (format given in Annexure-B), if applicable.

**Bank account details**

- ✓ Enter the details of bank account (the account should be in the candidate’s name) and click “save”.

The screenshot shows a web interface for entering bank account details. At the top right, there is a blue 'SAVE' button. Below it is a section titled 'Upload Documents' with a light blue header. Inside this section, there is a text prompt 'Please Upload Certificate As .rar Format', a 'Choose File' button, the text 'No file chosen', and 'Upload' and 'Download' buttons. Below the 'Upload Documents' section is another section titled 'Account Details' with a light blue header. This section contains three input fields: 'Account Number of the candidate' with the value '123333333333', 'IFSC code' with the value 'ASDASD', and 'Name of the Bank' with the value 'ZCZXCZXC'. There is a blue 'SAVE' button at the bottom right of the 'Account Details' section. At the very bottom center of the form, there is a blue 'Submit Application' button.

After Submitting the data entry, the screen will redirect to another window for uploading photo and signature of the candidate



## National Institute of Technology Calicut

LOGOUT

NIT Campus (P.O.), Calicut, Kerala 673 601, India

DATA ENTRY SHEET FOR MSc/MCA/MBA ADMISSION 2019-20

Note:- Upload photo with 200 pixel height and 150 pixel width, size below 100 KB and signature with 100 pixel height and 150 pixel width, size below 100 KB .jpg format only

<p><b>UPLOAD PHOTO</b></p> <p>Choose File No file chosen</p>  <p>Upload</p>	<p><b>UPLOAD SIGNATURE</b></p> <p>Choose File No file chosen</p>  <p>Upload</p>
<p>Print</p>	

If you are experiencing any problem please mail us to [nitcdss@nitc.ac.in](mailto:nitcdss@nitc.ac.in) in call to 0495 – 2286860(TECHNICAL), 2286118/2286119(ACADEMIC)

### Printing the data sheet

After uploading all details, you can print the data sheet by giving your application no (send to your registered mail id) and date of birth.

## National Institute of Technology Calicut

LOGOUT

You have successfully applied. Your application Number is PH5000RG2020. Please note this number as it is required for further proceedings.

Enter your application number:	<input type="text" value="PH5000RG2020"/>
Enter your date of birth :	Day <input type="text" value=""/> Month <input type="text" value=""/> Year <input type="text" value=""/>
<p>PRINT</p>	

If you are experiencing any problem please mail us to [nitcdss@nitc.ac.in](mailto:nitcdss@nitc.ac.in) or call to admission office : 0495-2286119 , 0495 – 2286860

## **Annexure-A**

### **FORMAT OF COURSE COMPLETION CERIFICATE**

[TO BE ISSUED IN THE OFFICIAL LETER HEAD OF THE INSTITUTE/ UNIVERSITY]

This is to certify that

1. Mr. /Ms. \_\_\_\_\_ (full name) bearing  
Roll No. \_\_\_\_\_ is a bonafide student of \_\_\_\_\_  
(course / program) in our institute/university.
2. He / She has completed all requirements of the course / program and all of his/her  
examinations has been completed by \_\_\_\_\_ (fill the date).
3. His / Her final result is awaited and will be published on or before \_\_\_\_\_  
(fill the date).

\_\_\_\_\_  
**Signature (with Seal) of the  
Authorised Signatory of the  
Institute/University**

**Date** \_\_\_\_\_

## Annexure-B

Date:

To  
The Director  
NIT, Calicut

**Subject: - Undertaking for the late submission of relevant documents/certificates**

Respected Sir,

I \_\_\_\_\_ S/o/D/o \_\_\_\_\_

R/o \_\_\_\_\_ have reported to NIT, Calicut online, for the MCA admission for the academic year 2020-21 through NIMCET-2020.

I have not submitted the following \*documents/certificates. I will submit the same by 31<sup>st</sup> January 2021.

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_ 6. \_\_\_\_\_

In case I fail to submit the documents/certificates by date as mentioned above or found ineligible or information provided herein or in Application Form found incorrect at any stage then the Institute reserves the right to cancel my admission automatically. In such event, I shall be fully responsible for all consequences arising out of such cancellation of admission. The allocated Institute shall not be held responsible in any case. I also know that, fee refund rules of the allotted Institute will be applicable in case of cancellation of my admission.

**Signature of the Applicant**

**Name of the Candidate**

**Date:**

\* Not applicable for category certificates