



**ANNA UNIVERSITY**

**CHENNAI - 600 025**

**Admission to  
M.C.A. Degree Programme  
under Other State Category  
2024 - 25**

**INFORMATION AND INSTRUCTIONS TO CANDIDATES**

**CENTRE FOR ADMISSIONS  
ANNA UNIVERSITY, CHENNAI**

**ADMISSION TO M.C.A. DEGREE PROGRAMME 2024-25  
(UNDER OTHER STATE CATEGORY)  
(REGULAR & EVENING SELF-SUPPORTING)**

**INFORMATION AND INSTRUCTIONS TO CANDIDATES**

**1. GENERAL INFORMATION**

Applicant should be a citizen of India but not a native of Tamil Nadu.

There are 6 seats in M.C.A. (Regular) and 6 seats in M.C.A. (Evening – Self Supporting) reserved for Other State Candidates.

**A certificate of Permanent residence in the format given in Certificate I should be uploaded.**

**2. CLASS TIMINGS**

Regular Programme (week days)	:	From 8.30 a.m. to 4.30 p.m.
Evening Programme (Self-Supporting)	:	
Working days / Holidays	:	From 4.30 p.m. to 8.30 p.m.
(Minimum 5 days per week)	:	

**3. DURATION OF THE PROGRAMME**

Two Academic years comprising of Four semesters.

**4. ELIGIBILITY**

- **Candidates must have appeared for TANCET 2024 (Tamil Nadu Common Entrance Test – 2024) for M.C.A. admission.**
- The candidate should have completed any one of the following:

10+2+3/4/5 years degree Pattern

(or)

10+3 years Diploma + 3 years degree Pattern

(or)

10+2+AMIE\*

(or)

10+3 years diploma (awarded by the State Board of Technical Education) + AMIE\*

Candidates appeared for the final semester/year examination of the said qualifying degree course (except AMIE) during April / May 2024 may also apply.

Sl.No.	PG Programme	Eligible Qualification
1	M.C.A. [2 Year Programme]	<ul style="list-style-type: none"> <li>A pass in a recognized Bachelor`s degree of minimum 3 years duration in B.C.A., B.Sc. (Information Technology /Computer Science), B.E. /B.Tech. Computer Science and Engineering or equivalent* and obtained atleast 50% in the qualifying degree examination.</li> </ul>
2	M.C.A. [2 Year Programme with Bridge Courses as per Anna University norms]	<ul style="list-style-type: none"> <li>A pass in a recognized Bachelor`s degree of minimum 3 years duration (in disciplines other than the ones mentioned above) with Mathematics at 10+2 level or at Graduate level and obtained at least 50% in the qualifying degree examination.</li> </ul>
<p>* Candidates with section ‘A’ &amp; ‘B’ certificates (A.M.I.E.) and other similar certificate of professional bodies or societies recognized by the Ministry of Human Resource Development, Govt. of India and enrolled before 31.05.2013 with 2 years regular full time <b>Teaching / Industrial experience</b> in the relevant field after successful completion of the course including project work are considered to be equivalent to B.E./B.Tech. Degree holders. An experience certificate is to be produced by the candidates.</p>		

**Note:**

- i. Candidates admitted through Lateral Entry in degree courses are not eligible except, B.E./B.Tech. Degree Programmes.
- ii. Candidates with B.E./B.Tech. degrees obtained through Distance mode/Week end courses are not eligible.
- iii. Candidates with degree obtained without studying 10<sup>th</sup>, 12<sup>th</sup> Std. or 3 years diploma and 3 years degree programme are not eligible.

**NOTE:**

*Candidates who have passed the UG Degree programme in 2023 or prior to 2023 should produce the Original Degree Certificate / Provisional Certificate & Consolidated Mark Sheet / Mark Sheets of all the semesters at the time of Admission. However, those candidate appearing for April / May 2024 University Examinations should have passed all the subjects upto the pre-final year and the candidates should produce the original Mark sheets for all the semesters upto the pre-final year for securing Provisional Admission. They should produce Original Degree / Provisional Certificate & Consolidated Mark sheet / Mark sheets for all semesters at least one month before the date of Commencement of the first semester PG examinations. If they fail to do so, the Provisional admission automatically stands cancelled. Such candidates shall be asked to discontinue the programme.*

## 5. PROCEDURE FOR REGISTRATION OF APPLICATION

- Candidate should register only through online in the web portal [cfa.annauniv.edu/cfa](http://cfa.annauniv.edu/cfa)
- The candidate should use a valid and functional E-mail ID and Mobile number for registration. This email id and mobile number must be maintained active, as all the communications to the candidates will be sent only to the registered E-mail ID and Mobile number.
- The candidate should pay the Registration fee of ₹ 800/- (+18% GST) only through Online Payment (Credit Card / Debit Card).
- Upload the documents given in **Annexure I**.

## 6. MERIT LIST

- Merit list will be prepared based on the marks obtained in TANCET – 2024 (M.C.A.)
- If there is a tie between candidates (same marks obtained by more than one candidate) while preparing the merit list, the candidate who has passed all the subjects up to pre-final semester and having higher average percentage of marks up to pre-final semester of the qualifying examination will be given preference.

## 7. COUNSELING

- The counseling for admission for the academic year 2024-25 will be conducted only through online mode.
- Choice once made is final and cannot be changed.
- Prior to a candidate exercising his / her choice, an Initial deposit of ₹ 5,000/- has to be paid through Online mode and also a Non-Refundable Counseling fee of Rs.300/- (+18% GST).
- An applicant who declines after the publication of Tentative Allotment OR an applicant who is not allotted a Branch during Provisional Allotment shall be eligible for 100% Refund of the Initial Deposit. After provisional allotment, an applicant who does not join the branch allotted shall be eligible for 80% of Refund of the initial deposit. The candidates eligible for refund should apply through the Web Portal ([cfa.annauniv.edu/cfa](http://cfa.annauniv.edu/cfa)) within six months from the date of counseling. The application for refund submitted beyond six months will not be considered.

- The candidates are informed that admission given at the time of counseling will only be Provisional. In accordance with rules prescribed for admission, if they are found ineligible on verification of original certificates / particulars by the Dean / Principal/Institution, they cannot claim any right for admission or continuation of study at any stage.
- Further, the confirmation of Admission is subject to verification of marks / Certificates by the Competent Authorities. If the mark sheet is found to be not a genuine one, admission is liable for cancellation at any stage of study
- Application received directly other than the online application portal will be rejected.
- Only Eligible candidates will be permitted for Choice Filling / Online Counseling.

**IMPORTANT:**

**The Candidates are informed that the admission will only be Provisional. At any stage, if the candidate is found ineligible on verification of original certificates by the Competent Authority, the admission will be cancelled / he or she will be asked to discontinue from the program.**

**IMPORTANT DATES**

<b>Commencement of Online Registration of Applications</b>	<b>13.03.2024</b>
<b>Last date for Registration and Online Submission</b>	<b>31.05.2024</b>

**COUNSELING for Admissions 2024-25 is ONLY THROUGH ONLINE MODE**

## ANNEXURE I

### LIST OF DOCUMENTS TO BE UPLOADED

1. Recently taken passport size photograph
2. Copy of Degree Certificate (or) Provisional Certificate in the case of candidates who have passed during 2023 or earlier. Candidates appeared for the final semester / year examination of the qualifying degree in 2024 have to upload semester Mark Sheets.
3. Copy of X Standard Mark Sheet
4. Copy of XII Standard Mark Sheet
5. **TANCET 2024 (MCA) Score card.**
6. TANCET 2024 (MCA) Hall Ticket
7. **Certificate of Permanent Residence (Certificate I)**

## **CERTIFICATE I**

**Applicant name:** ..... **Application No.**

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### **Certificate of Permanent Residence for Other State candidates**

Certified that Thiru / Thirumathi ..... Parent / Guardian \*/ Husband  
Parent Name

of Thiru / Selvi / Thirumathi \*\* ..... a candidate for admission to  
Applicant Name

M.C.A Degree Programme in Anna University, Tamil Nadu has / had permanent residence at .....  
..... in the State of .....

**Station :** Signature :

**Date :** Name and Designation of the  
Certificate issuing Authority :

**Seal :**

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\* Applicable only when both parents are deceased

\* \* In this case the permanent residence of husband should be furnished

1. The Original Certificate should be signed by the Officer of the Revenue Department not below the rank of a Tahsildar in the District concerned or by the Block Development Officer–Cum–Panchayat Union Commissioner in the Block concerned.
2. The certificates should bear the stamp of the office of the Officer signing the certificate. The certifying officer should insist upon clear proof of the permanent residence of the parent or guardian of the candidate and satisfy himself of the genuineness of the residential qualification.
3. The State of Permanent Residence of a candidate's guardian will be taken into account only if both the parents of the candidate are dead. The relationship of the guardian to the candidate should also be mentioned. If both the parents are alive, only the State of Permanent Residence of father should be taken into account.