



MCA Admission Procedure 2016-17

Candidates who have been allotted CSJM University Kanpur (Code-907) for MCA Program through UPSEE-2016 counseling shall follow the procedure given below for admission to MCA Program UIET, CSJM University, Kanpur (U.P).

Admission Procedure Steps

STEP – 1: Reporting with UPSEE 2016 allotment letter

STEP – 2: Document verification

STEP – 3: Fee deposition

Reporting for admission shall be done within one week of issue of allotment letter by UPSEE-2016 on all working days between 11:00 AM to 02:00 PM at Admission Cell, UIET, CSJM University, Kanpur (First Floor Academic Building).

Candidate should report with following documents in original and a set of self attested photocopies of their.

1. UIET MCA Admission Form ([Download](#))
2. Admit card of UPSEE-2016
3. Rank card of UPSEE-2016
4. Allotment letter of UPSEE-2016 Counseling (Institute Copy)
5. Fee Receipt(Institute Copy)
6. High School (X) Mark sheet & Certificate
7. Intermediate (XII) Mark sheet & Certificate
8. Graduation Mark sheet & Certificate
9. Three Affidavits (1. by the student, 2. by parent / guardian, 3. undertaking & declaration). ([Download](#)).
10. Transfer Certificate (TC) /Migration (original).
11. Character Certificate(original)
(Certificate – 8 in Information Brochure UPSEE-2016)
12. Certificate of Medical fitness/ undertaking of medical fitness
(Certificate – 9 / 10 in Information Brochure UPSEE-2016)



13. Five passport size recent colored photographs of the candidate.

14. Bring the following documents (if applicable)

- (A) Caste Certificate(SC/ST/OBC) (for OBC issued on or after 1st April 2016)
(Certificate – 1 / 2 in Information Brochure UPSEE-2016)
- (B) Domicile certificate
(Certificate – 3 in Information Brochure UPSEE-2016)
- (C) Certificate related to subcategory (FF / AF / HC).
(Certificate – 4 / 5 /6 in Information Brochure UPSEE-2016)
- (D) Rural weightage certificate
(Certificate – 7 in Information Brochure UPSEE-2016)
- (E) GDDA category certificate
(Certificate – 11 in Information Brochure UPSEE-2016)
- (F) Latest Income Certificate(issued on or after 1st April 2016)
(Certificate – 12 in Information Brochure UPSEE-2016)
- (G) Affidavit in case of gap in education.

Note: For any clarification regarding category please refer to clause 8.1 to 8.6 of UPSEE – 2016 Information Brochure.

• **MCA Ist year Fee Structure 2016-2017 per annum**

Tuition Fee	-	Rs. 50,000/-
Examination Fee	-	RS. 3,000/-
Processing Fee	-	Rs. 100/-
Enrollment Fee	-	Rs. 100/-
Insurance Fee	-	Rs. 443/-
	Total	Rs.53,643/-

UIET MCA First Year Total Fees

Rs.53,643/-