



YashwantraoChavan Maharashtra Open University

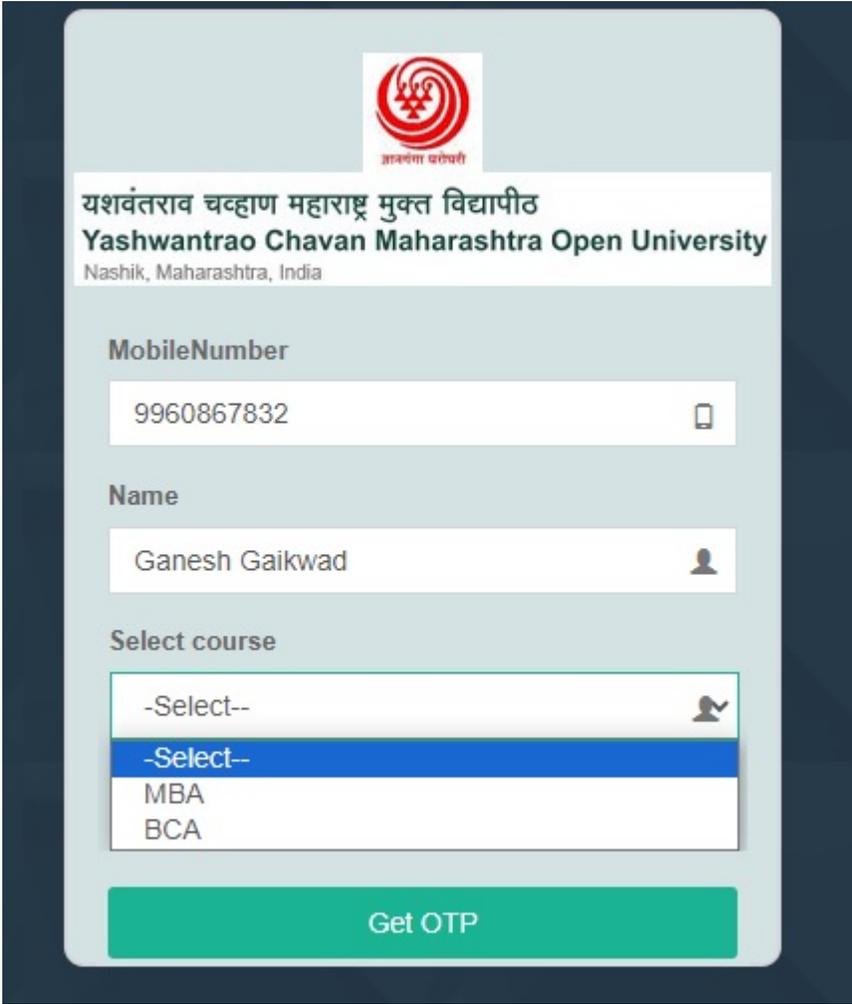
MBA/BCA/MCA Common Entrance Test **User Guide**

Student Registration:

Use the below link for MBA/BCA Entrance Examination

<https://ycmapp.ycmou.org.in/Login>

1. If you are new user click on the “Registration” link provided on the top of login window.
2. For Registration enter your Active Mobile Number and Full Name in the given form.
3. Select “MBA” Or “BCA” or “MCA” from the dropdown and click on “Send OTP” Button.



The screenshot shows a registration form for Yashwantrao Chavan Maharashtra Open University. At the top, there is a logo with the motto 'ज्ञानं विद्यायां' (Gyanam Vidyaayaam) and the university name in Marathi and English: 'यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ' and 'Yashwantrao Chavan Maharashtra Open University, Nashik, Maharashtra, India'. The form contains three input fields: 'MobileNumber' with the value '9960867832', 'Name' with the value 'Ganesh Gaikwad', and 'Select course' with a dropdown menu showing options '-Select--', 'MBA', and 'BCA'. A green button labeled 'Get OTP' is at the bottom.

4. Enter the OTP received on mobile number
5. Enter the password in new password textbox and enter the same in Confirm Password text box and click on “Register” Button.
6. After changing Password re-login with your mobile number and changed password.

The screenshot shows a registration form for Yashwantrao Chavan Maharashtra Open University. At the top, there is a logo and the university's name in Marathi and English: 'यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ' and 'Yashwantrao Chavan Maharashtra Open University, Nashik, Maharashtra, India'. The form contains the following fields and buttons:

- MobileNumber:** A text input field containing '7620337357' with a mobile phone icon on the right.
- Name:** A text input field containing 'Ganesh Gaikwad' with a person icon on the right.
- Get OTP:** A green button with white text.
- Enter OTP:** A text input field containing '123' with a speech bubble icon on the right.
- New Password:** A text input field with masked characters '.....' and a lock icon on the right.
- Confirm New Password:** A text input field with masked characters '.....' and a lock icon on the right.
- Register:** A green button with white text.

Profile Creation:

1. Click on the “Profile” tab on top left corner of Home Page.
2. Fill the Personal and Educational details on profile page.
3. For BCA “12th “ pass is mandatory and for MBA & MCA “Graduation” must be completed

The screenshot displays the user profile creation interface. The sidebar on the left contains the user's name 'Ganesh Gaikwad' and phone number '9960867832', along with navigation options: 'Profile' (highlighted), 'Examination Status', and 'Log Out'. The main content area is titled 'DETAILS' and includes a 'Your Details' tab. The form is divided into several sections:

- Personal Details:** Includes fields for 'Full name (as per SSC/HSC/Graduation Marksheet)*' (Ganesh Kashinath Gaikwad), 'Father name / Husband name / Guardian name*' (Kashinath), 'Mother name*' (Kalavati), and 'Mobile Number' (9960867832).
- Alternate MobileNumber:** 7620337357
- Email-Id:** ganeshgaikwad511@gmail.com
- Date of Birth (DD-MM-YYYY)*:** 06/12/1986
- Gender*:** Male (dropdown)
- Person with Disability (PWD) (As per Govt. Norms):** No (dropdown)
- Category*:** General (dropdown)

Address for Communication :

- Address for Communication*:** Agree iccha society,Cisco Ambad Link road nashik
- Pin Code*:** 422010
- State*:** Maharashtra (dropdown)

12th / Equivalent Exam Details:

- Name of the Board / University*:** Maharashtra Board
- Passing Month / Year*:** 02/2004
- Total Marks / CGPA*:** 435

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4. Upload the Photo and Signature in given tabs.
5. For Photo & Signature the Image size must be from “20 kb to 50 kb” size only.

Is Graduation Complete?*	Name of the University*	Name of the Stream*
<input type="text" value="Yes"/>	<input type="text" value="Pune University"/>	<input type="text" value="Engineering"/>
Passing Month/ Year*	Total Marks / CGPA*	
<input type="text" value="08/2011"/>	<input type="text" value="950"/>	
Post Graduation Details:		
Name of the Stream	Name of the University	Name of the Specialization
<input type="text" value="Name of the Stream"/>	<input type="text" value="Name of the University"/>	<input type="text" value="Name of the Specialization"/>
Passing Month		
<input type="text" value="PG MM/YYYY"/>		
Photo:	Signature:	
		
Upload Photo* The File should be in .JPG format and File size should be between 20 KB to 50 KB	Upload Signature* The File should be in .JPG format and File size should be between 20 KB to 50 KB	
<input type="button" value="Choose File"/> ganesh gaikwad.jpg	<input type="button" value="Choose File"/> Pi7_Tool_G...n - Copy.jpeg	
<input type="button" value="Submit Data"/>		

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6. After Uploading Photo & Signature click on “Submit” Button at the bottom of the form.

Exam Fee Payment:-

1. After completing Profile, click on “Examination Status” Link given on left corner below Profile link.

Examination Details

Form No : 2024100002

Download Form : [Download](#)

Examination Status

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA	Pay Exam Fee			

2. By clicking on “Download” button you can download your profile details for future reference.
3. For fee payment click on the “Pay Exam Fee” button given in examination status.

4. After clicking on “Pay Examination Fees” button, the page will show the candidate details with exam fees. Confirm the details once and click on “Make Payment” Button to proceed further.

The screenshot displays a web application interface for making a payment. On the left is a dark sidebar with a logo and user information: Ganesh Gaikwad, 9960867832. Below the logo are menu items: Profile, Examination Status, and Log Out. The main content area has a header with a hamburger menu icon and the text 'Welcome Ganesh Gaikwad'. Below the header is the title 'Make Payment'. A tab labeled 'Make Payment' is active. Underneath is a section titled 'Details of the Candidate :'. This section contains a table of candidate information:

Application Number	Full Name of the Candidate	MobileNo
2024100002	Ganesh Kashinath Gaikwad	9960867832
Email-Id	Amount	Course
ganeshgaikwad511@gmail.com	600	MBA

At the bottom of the form area is a green button labeled 'Make Payment'.

- By clicking on “Fee Payment” button, candidate will redirect to the Payment portal.

The screenshot shows the Uni Suite - Online Receipt Counter interface for Yashwantrao Chavan Maharashtra Open University, Nashik. The page is divided into several sections:

- Payment Summary:** A table showing the request number (YCMOUEXAM272044), total amount (600 Rs.), convenience charges (0 Rs.), discount amount (0 Rs.), and grand total amount (600 Rs.).
- Payee Details:** A table showing the receiving from (Ganesh Kashinath Gaikwad), mobile number (9960867832), email ID (ganeshgaikwad511@gmail.com), and description (Entrance exam fee).
- Particulars in Detail:** A section with a "(Click to view)" link.
- Terms and Conditions:** A green box containing three bullet points regarding the applicant's responsibility to provide correct information and verify transaction charges.
- Acceptance:** A checkbox labeled "I accept all Terms and conditions." is highlighted with a red box.
- Buttons:** A "Click Here" link with an arrow pointing to "Proceed" and "Cancel" buttons.

Support : ycmou_support@unisuite.in

- Select the checkbox given in bottom left side of the form.
- After that click on the “Proceed “ Button to proceed further.

8. Follow the steps given below and complete your Payment.

Step1:- Confirm the Mobile Number & Email ID and Click on “Continue” Button.

Yashwantrao Chavan
Maharashtra Open University

₹ 600.00

Phone Number
+91 9960867832
This phone number will be used in your payment methods

Email Id Optional
ganeshgaikwad511@gmail.com

Continue

Secured by
Cashfree Payments

Step2:- Click to Generate QR to make payment using QR code. Otherwise you can pay using “UPI ID” or “Net Banking” too.

Yashwantrao Chavan Maharashtr...
₹ 600.00 Secured by Cashfree Payments

Offers

Convenience fee applies on this payment Learn More

Quick UPI

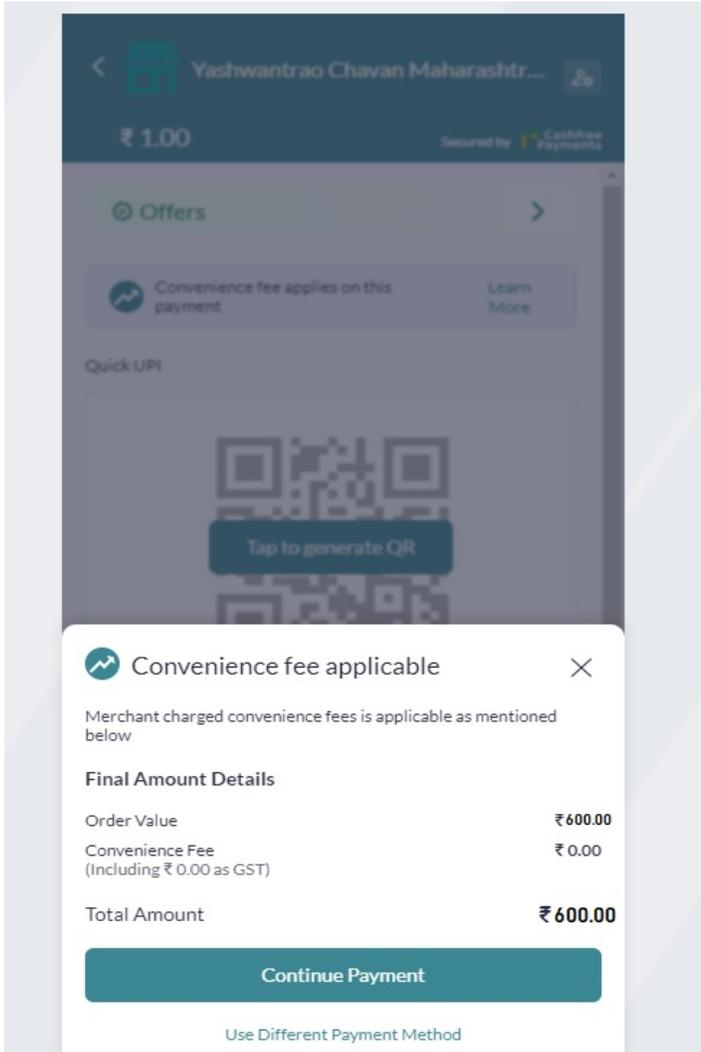
Tap to generate QR **Click Here**

Scan and pay with Google Pay Paytm or other UPI apps

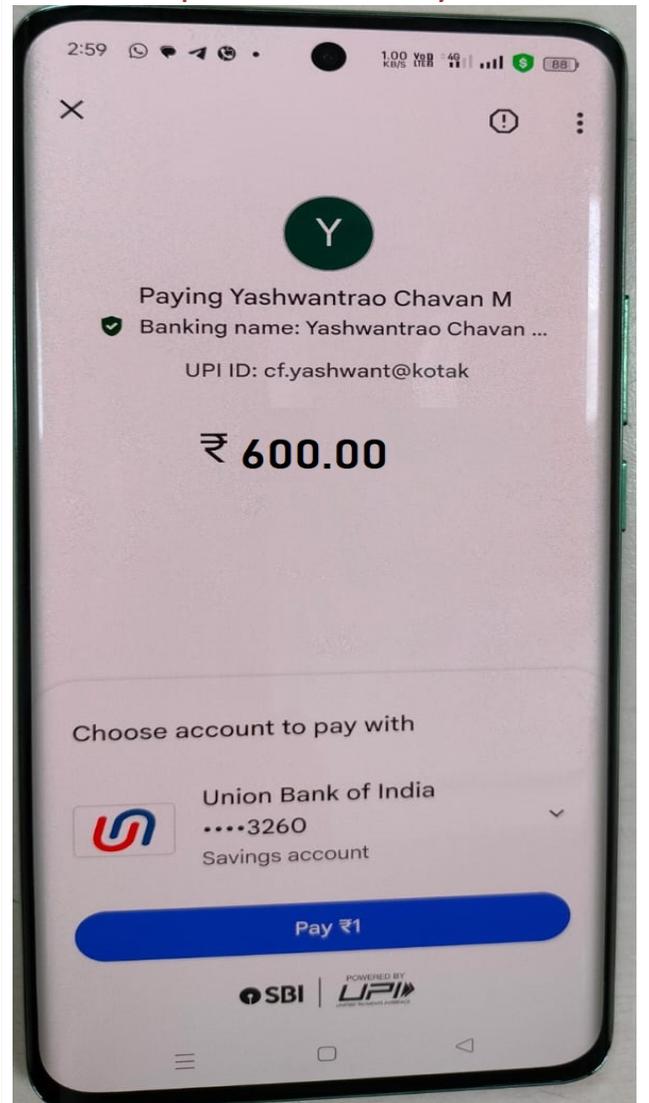
Payment Options

- Pay by UPI ID
- Card
- Net Banking

Step3:- Confirm the amount & convenience fee once and click on **Continue Payment** Button.

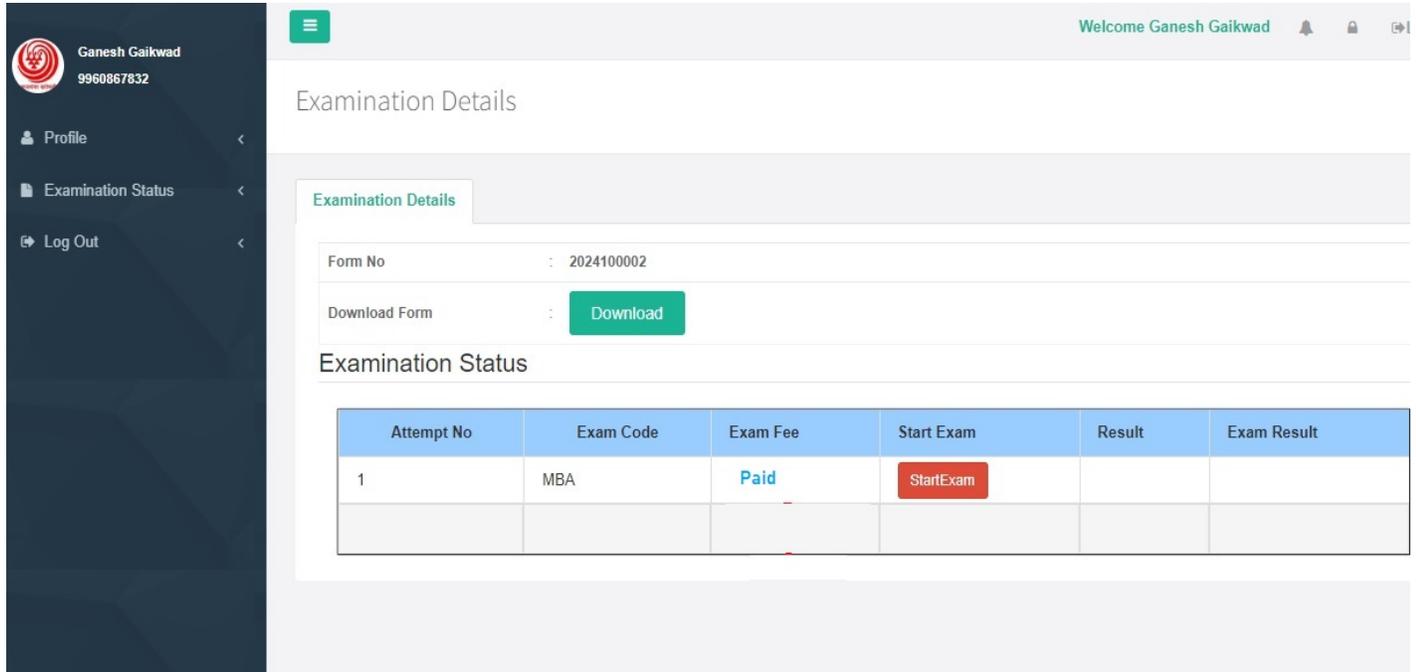


Step 4:- You will receive the payment request on your UPI App, confirm it once and proceed for Payment.



Examination:-

1. After Successful Payment Transaction, Login again to the examination portal.
2. Click on “ Examination Status” tab.
3. Click on the “ Start Exam” Button to start the Exam.



The screenshot shows the Examination Status page. On the left is a dark sidebar with a logo and user information: Ganesh Gaikwad, 9960867832. The sidebar contains links for Profile, Examination Status, and Log Out. The main content area is titled 'Examination Details' and shows 'Form No : 2024100002' and a 'Download Form' button. Below this is the 'Examination Status' section, which contains a table with the following data:

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA	Paid	StartExam		

Note:-

- A) After Exam starts, candidate has to complete the exam within 60 Minutes.
- B) If in between exam net connection lost or and server error occurred, after the issue resolve, exam continue with the state from where exam disconnected. Candidate has to complete the exam in remaining time only.
- C) If Exam disconnected due to any reason, candidate has to complete the exam within that day only, on next day candidate is not allowed to appear for this exam.

4. After Clicking on “Start Exam” Button, candidate will redirect to live examination portal.

Subject:MBA

Seat No:9960867832

LogOut

General Instructions

Welcome to the online exam. Please read the following instructions carefully:

- This exam consists of multiple-choice questions.
- You are allowed **60 minutes** to complete the exam.
- Ensure you have a stable internet connection throughout the exam.
- Do not refresh the browser during the exam to avoid losing your progress.
- Click on the "Start Exam" button below to begin.

ऑनलाइन परीक्षेत आपले स्वागत आहे. कृपया खालील सूचना काळजीपूर्वक वाचा:

- या परीक्षेत बहुपर्यायी प्रश्न असतात.
- तुम्हाला परीक्षा पूर्ण करण्यासाठी **60 मिनिटांची** परवानगी आहे.
- संपूर्ण परीक्षेदरम्यान तुमच्याकडे स्थिर इंटरनेट कनेक्शन असल्याची खात्री करा.
- तुमची प्रगती गमावू नये म्हणून परीक्षेदरम्यान ब्राउझर रिफ्रेश करू नका.
- सुरुवात करण्यासाठी खालील "प्रारंभ परीक्षा" बटणावर क्लिक करा.

Technical Instructions

Make sure your system meets the following requirements:

- **Browser:** Use the latest version of Chrome.
- **Internet Connection:** Stable broadband internet connection.
- **Camera:** Ensure your webcam is working properly (**its Mandatory**).
- **Environment:** Find a quiet and well-lit environment to minimize distractions.

तुमची प्रणाली खालील आवश्यकता पूर्ण करत असल्याची खात्री करा:

- **ब्राउझर:** Chrome ची नवीनतम आवृत्ती वापरा.
- **इंटरनेट कनेक्शन:** स्थिर ब्रॉडबँड इंटरनेट कनेक्शन.
- **कॅमेरा:** तुमचा वेबकॅम व्यवस्थित काम करत असल्याची खात्री करा (**ते अनिवार्य**).
- **पर्यावरण:** विचलित कमी करण्यासाठी शांत आणि चांगले प्रकाश असलेले वातावरण शोधा.

Before Starting

Before you begin the exam:

- Make sure you have your student Details Correct.
- Close all unnecessary applications and browser tabs.
- Disable any screen-capturing or recording software.

आपण परीक्षा सुरू करण्यापूर्वी:

- तुमच्या विद्यार्थ्यांचे तपशील बरोबर असल्याची खात्री करा.
- सर्व अनावश्यक अनुप्रयोग आणि ब्राउझर टॅब बंद करा.
- कोणतेही स्क्रीन-कॅप्चरिंग किंवा रेकॉर्डिंग सॉफ्टवेअर अक्षम करा.

Candidate must have to read all the instructions carefully, before start the exam.

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5. After reading all the instructions scroll down the page and Capture the Candidate Photo & upload to portal. Without uploading the photo, candidate is not allowed to start the exam.
6. Click on “Start Exam” button. Exam timer starts counting the time after clicking the start exam button only.

- Close all unnecessary applications and browser tabs.
- Disable any screen-capturing or recording software.

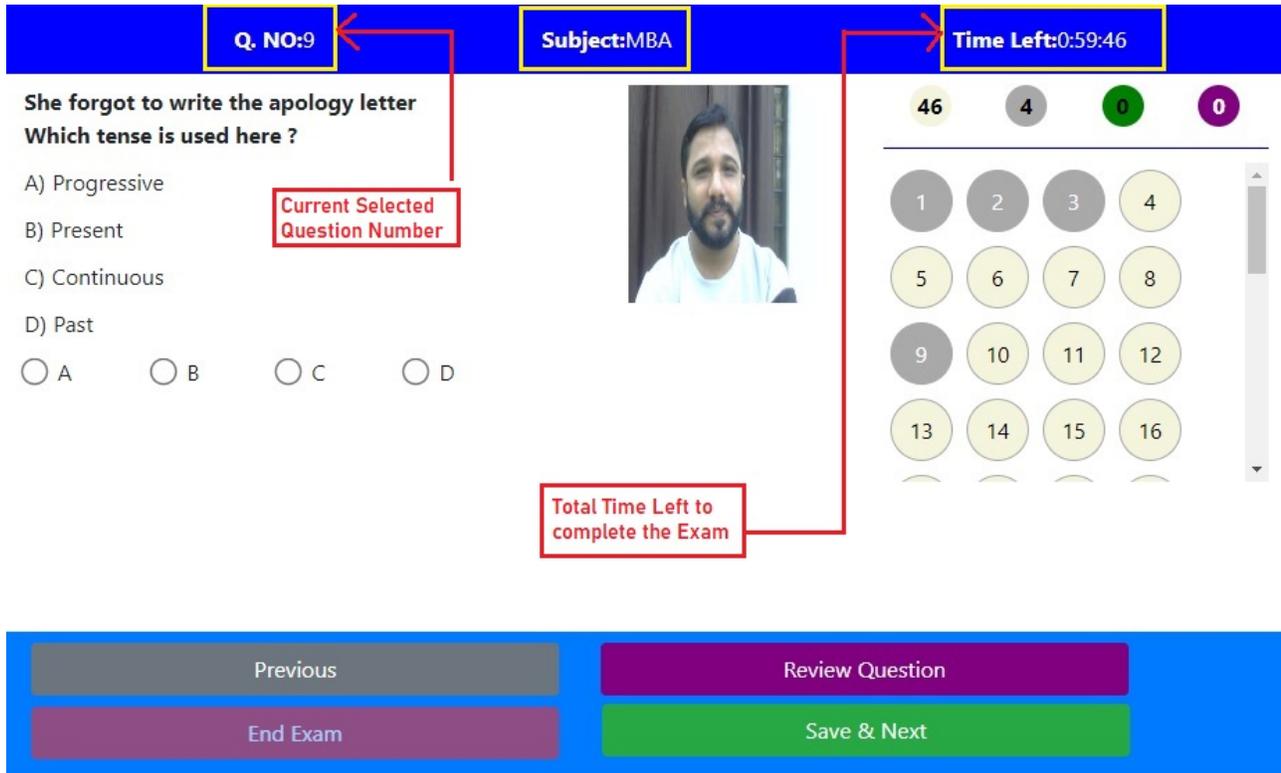
- सर्व अनावश्यक अनुप्रयोग आणि ब्राउझर टॅब बंद करा.
- कोणतेही स्क्रीन-कॅप्चरिंग किंवा रेकॉर्डिंग सॉफ्टवेअर अक्षम करा.

Status of the Question:

	Not visited the Question
	Not Answered the Question
	Answered the Question.
	Question Marked as Review

Registration Photo	Camera	Captured Picture
		
	<input type="button" value="Capture"/>	<input type="button" value="Upload"/>

7. Exam window will show the candidate photo, Actual question its options and question grid.



8. Top row showing the "Q.NO" which is the current selected question
9. Top right corner shows the Time Counter i.e Time left to complete the exam.

10. The numbers display above the question grid has different meanings
- a. First number with light yellow color shows the still not visited question count.
 - b. Numbers with Light gray color shows the “ total number of visited question count”
 - c. Numbers with green color shows “total number of Answered” question count.
 - d. Numbers with dark purple color shows the ‘total number of questions mark for review’

The screenshot displays a test interface with a blue header bar containing the following information:

- Q. NO:14**
- Subject:MBA**
- Time Left:0:56:3**

The question is: **Give antonym of - Extravagance**

Options:

- A) More
- B) Waste
- C) Economy
- D) None of the above

Below the options are four radio buttons labeled A, B, C, and D.

To the right of the question is a video feed of a man with a beard wearing a white shirt.

Below the video feed is a 4x4 grid of question numbers (1-16). Above the grid are four colored circles with numbers: 36 (light yellow), 12 (light gray), 2 (green), and 1 (dark purple). Red arrows point from these circles to labels in red boxes:

- 36 → Total Number of Not Visited Questions
- 12 → Total Number of Visited Questions
- 2 → Total Number of Answerd Questions
- 1 → Total Number of Questions Mark for Review

The grid numbers are colored as follows:

- 13: dark purple
- 15: light yellow
- 11, 12: green
- Others: light gray

At the bottom of the interface is a navigation bar with four buttons:

- Previous (gray)
- Review Question (purple)
- End Exam (dark purple)
- Save & Next (green)

11. Candidate must have to read the question first and select the appropriate Option provided below each question.
12. After selecting the option click on “Save & Next” button provided at bottom. Without clicking on the Save & Next button, the Answers will not consider by the system.
13. Candidate can answer each question serially or he can navigate through any question and answer the question.
14. Click on the scroll bar next to Question grid, to navigate to below questions.
15. After Answering All questions click on “End Exam” Button.
Candidate must have to wait minimum 20 Minutes to End the exam.
16. If exam time complete & candidate not able to click on “End Exam” , system will automatically end the exam and proceed for Score.

The screenshot displays the exam interface with the following elements:

- Header:** Q. NO:14, Subject:MBA, Time Left:0:56:3
- Question:** Give antonym of - Extravagance
- Options:** A) More, B) Waste, C) Economy, D) None of the above
- Radio Buttons:** A, B, C, D
- Video Feed:** A small video window showing a candidate.
- Question Grid:** A grid of question numbers (1-16) with a scroll bar on the right. The grid shows: 36, 12, 2, 1 (top row); 1, 2, 3, 4 (second row); 5, 6, 7, 8 (third row); 9, 10, 11, 12 (fourth row); 13, 14, 15, 16 (fifth row). Arrows point from the 'End Exam' button to the '11' and '12' cells, and from the 'Save & Next' button to the '12' cell.
- Navigation Buttons:** Previous, End Exam, Review Question, Save & Next.
- Annotation:** A red box with the text "After giving answers of all questions click on 'End Exam'" has an arrow pointing to the 'End Exam' button.

12. After End Exam, again login to the examination portal and click on “Examination Status “Tab to view the score of the exam.

13. If candidate is **Qualified** in exam, “**Download Result**” button is provided on the “Examination Status” page to download the certificate.

14. Candidate must have to download the certificate and provide the same at the time of Admission.

15. If candidate “**Disqualified**” in the exam, he can again appear for the exam by paying the fees again in same portal.

Examination Details

The screenshot displays the 'Examination Details' section of a portal. It includes a 'Form No' field with the value '2024100001' and a 'Download Form' button. Below this is the 'Examination Status' section, which contains a table with columns for Attempt No, Exam Code, Exam Fee, Start Exam, Result, and Exam Result. The table shows one attempt with a 'Qualified' result and a 'Download Result' button. At the bottom, there is a note: '>>Note: Please click for Admission Link'.

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA			Qualified	Download Result

>>Note: [Please click for Admission Link](#)

17. Click on the Admission link at the Bottom to redirect to admission portal.

Thanks...!!!