



# YashwantraoChavan Maharashtra Open University

## **MBA/BCA/MCA Common Entrance Test**

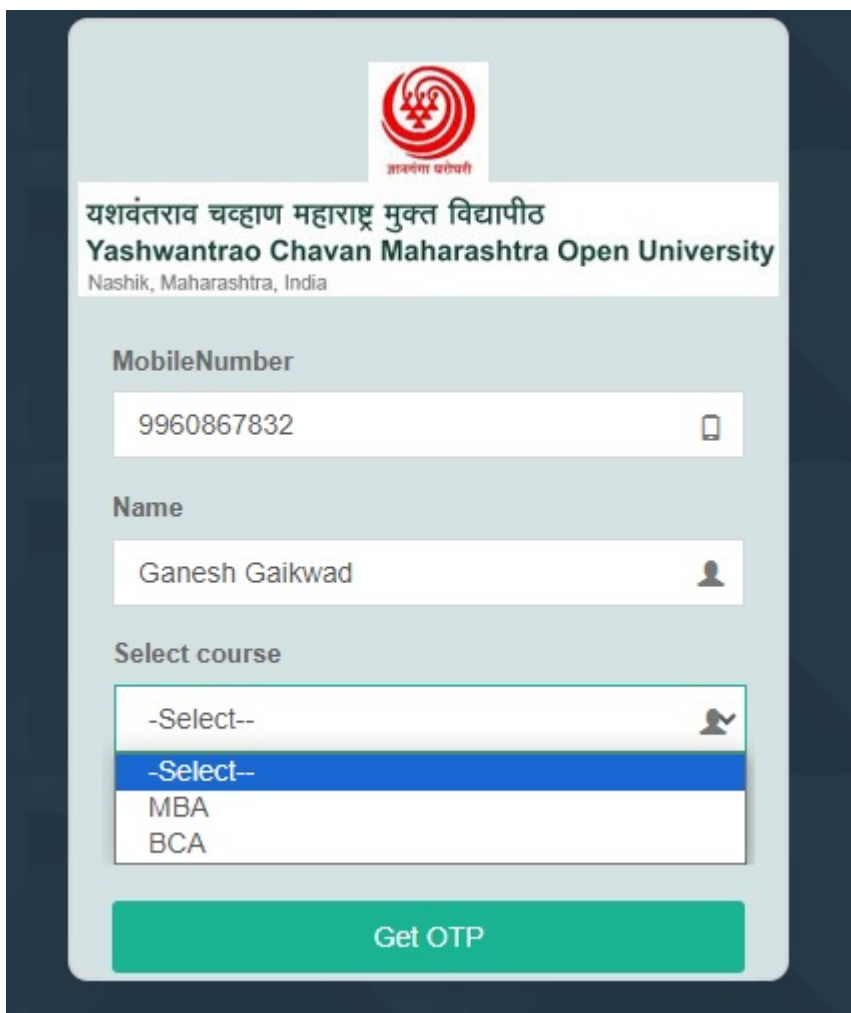
### **User Guide**

## 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 is the university's logo and name in Marathi and English. Below this, there are three input fields: 'MobileNumber' with the value '9960867832', 'Name' with the value 'Ganesh Gaikwad', and 'Select course' with a dropdown menu showing 'MBA' and 'BCA' options. A green 'Get OTP' button is at the bottom.

यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ  
Yashwantrao Chavan Maharashtra Open University  
Nashik, Maharashtra, India

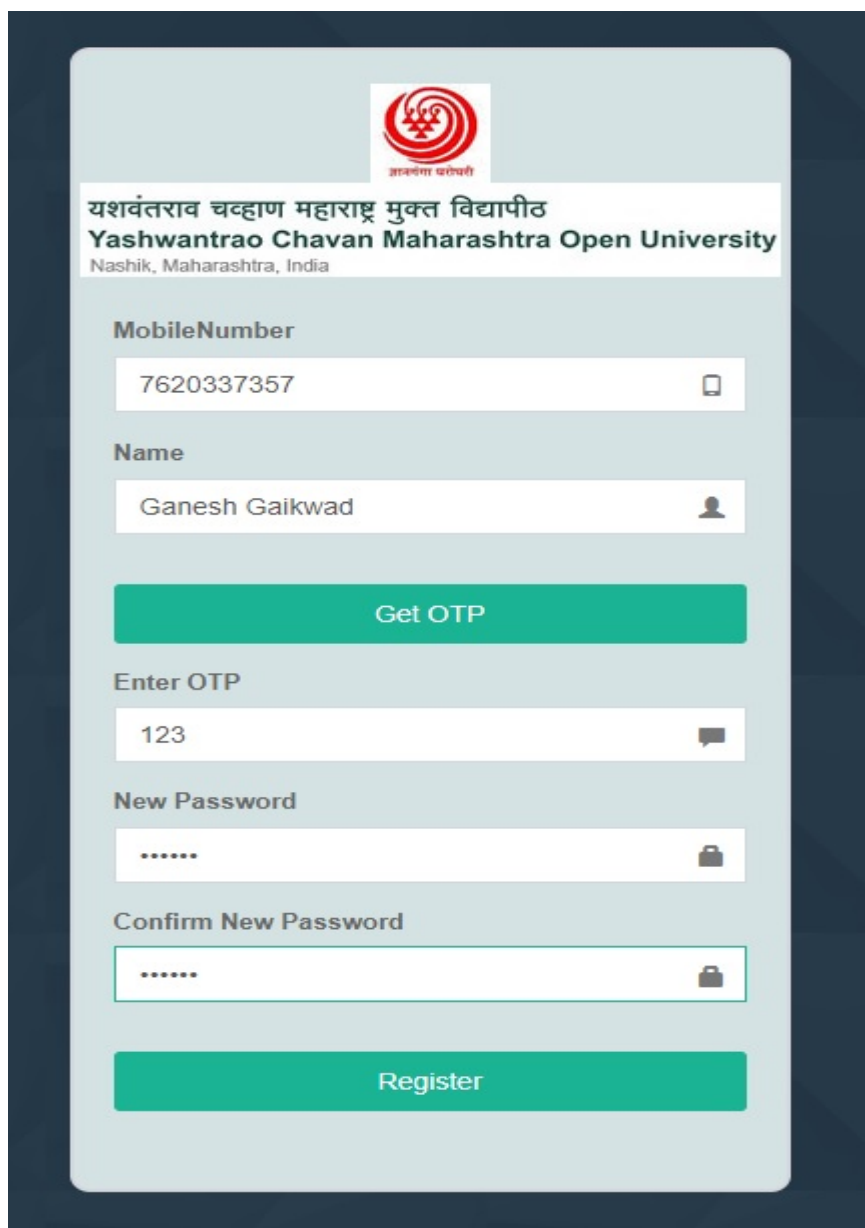
MobileNumber  
9960867832

Name  
Ganesh Gaikwad


Select course  
-Select--  
-Select--  
MBA  
BCA

Get OTP

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 image shows a registration form for Yashwantrao Chavan Maharashtra Open University. At the top, there is a logo of the university and its name in Marathi and English. Below the header, there are several input fields and buttons. The first field is 'MobileNumber' with the value '7620337357'. The second field is 'Name' with the value 'Ganesh Gaikwad'. Below these fields is a green button labeled 'Get OTP'. The next field is 'Enter OTP' with the value '123'. Below this is a 'New Password' field with masked characters '.....'. The next field is 'Confirm New Password' with masked characters '.....'. At the bottom is a green button labeled 'Register'.

  
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Yashwantrao Chavan Maharashtra Open University  
Nashik, Maharashtra, India

MobileNumber  
7620337357

Name  
Ganesh Gaikwad

Get OTP

Enter OTP  
123


New Password  
.....

Confirm New Password  
.....

Register

## 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 “12<sup>th</sup> “ pass is mandatory and for MBA & MCA “Graduation” must be completed

Ganesh Gaikwad  
9960867832

Profile

Examination Status

Log Out

DETAILS

Your Details

Personal Details:

Full name (as per SSC/HSC/Graduation Marksheet)\*  
Ganesh Kashinath Gaikwad

Father name / Husband name / Guardian name\*  
Kashinath

Mother name\*  
Kalavati

Mobile Number  
9960867832

Alternate MobileNumber  
7620337357

Email-Id  
ganeshgaikwad511@gmail.com

Date of Birth (DD-MM-YYYY)\*  
06/12/1986

Gender\*  
Male

Person with Disability (PWD) (As per Govt. Norms)  
No

Category\*  
General

Address for Communication :

Address for Communication\*  
Agree iccha society,Cisco Ambad Link road  
nashik

Pin Code\*  
422010

State\*  
Maharashtra

12th / Equivalent Exam Details:

Name of the Board / University\*  
Maharashtra Board



Passing Month / Year\*  
02/2004

Total Marks / CGPA\*  
435

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## User Manual: MBA/BCA Common Entrance Test

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.

The screenshot shows the 'Examination Details' page. On the left is a dark sidebar with the user's name 'Ganesh Gaikwad' and ID '9960867832', and links for 'Profile', 'Examination Status', and 'Log Out'. The main content area has a header 'Examination Details' and a sub-header 'Examination Details'. Below this, it shows 'Form No : 2024100002' and a 'Download Form' button. Under 'Examination Status', there is a table with columns: Attempt No, Exam Code, Exam Fee, Start Exam, Result, and Exam Result. The first row shows '1' for Attempt No, 'MBA' for Exam Code, and a 'Pay Exam Fee' button for Exam Fee.

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA	<a href="#">Pay Exam Fee</a>			

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.



Ganesh Gaikwad  
9960867832

Profile

Examination Status

Log Out

Welcome Ganesh Gaikwad

Make Payment


Make Payment

Details of the Candidate :


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

Make Payment

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



Yashwantrao Chavan Maharashtra Open University, Nashik  
Commonly known as YCMOU



Uni Suite

Uni Suite - Online Receipt Counter

**Payment Summary**

Request Number : YCMOUEXAM272044

Total Amount	600 Rs.
Convenience Charges	0 Rs.
Discount Amount	0 Rs.
<b>Grand Total Amount:</b>	<b>600 Rs.</b>

**Payee Details**

Receiving From	:Ganesh Kashinath Gaikwad
Mobile No.	: 9960867832
Email ID	: ganeshgaikwad511@gmail.com
Description	:Entrance exam fee

Particulars in Detail

(Click to view)

**Terms and Conditions**

- It is the applicant responsibility to fill correct beneficiary information including account number and amount. In case the transaction rejected by Bank, the amount will be refunded to applicant bank account number provided when submitting the application to the respective department.
- During the transaction process, the applicant will receive SMS & Email alert as soon as the amount is accepted, rejected or reverted back. To receive the updates and alerts the applicant must provide correct Mobile No. & Email Address.
- It will be the sole responsibility of the applicant to verify and confirm the standard transaction charges applicable on Debit Card/Credit Card transaction which is displayed separately on the payment page. The university will not be responsible for any disputes related to the same, as these charges are levied by the respective banking or card service provider.

☐ I accept all Terms and conditions.

[Click Here](#) → [Proceed](#) [Cancel](#)

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 paytm or other UPI apps

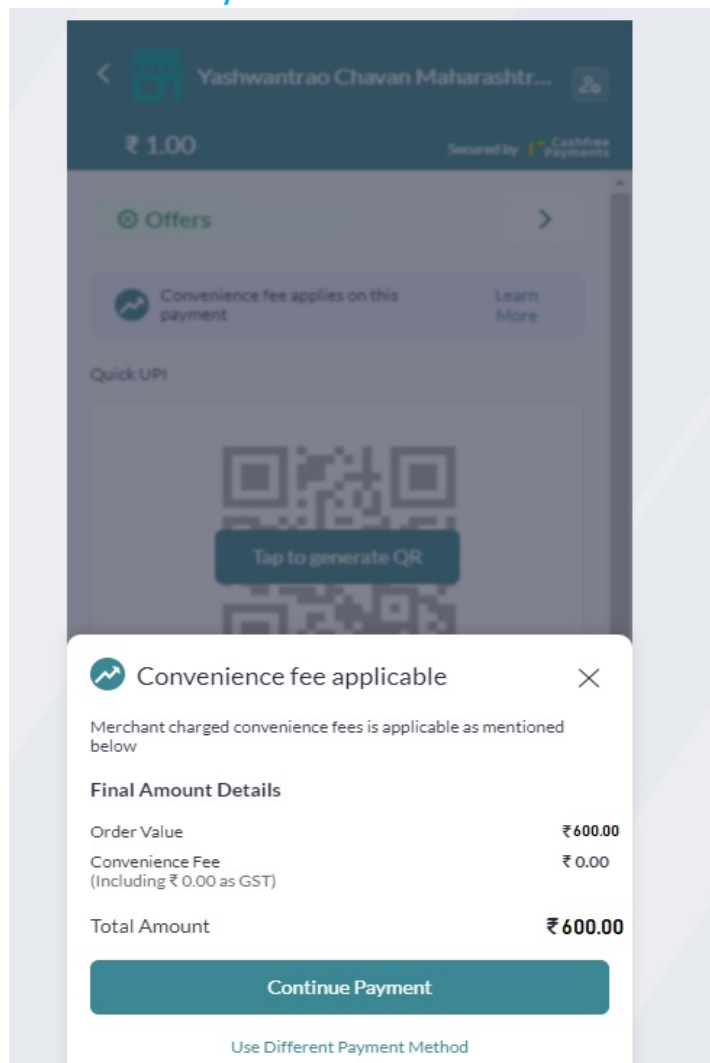
Payment Options

Pay by UPI ID

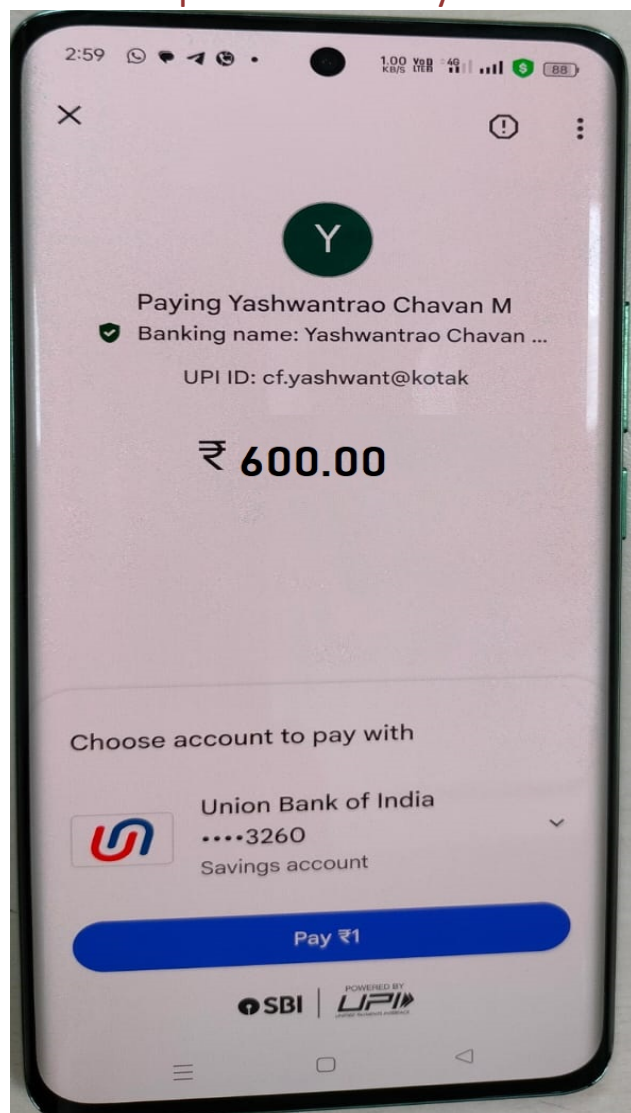
Card

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 user interface of the examination portal. On the left is a dark sidebar with the user's profile (Ganesh Gaikwad, 9960867832) and navigation links for Profile, Examination Status, and Log Out. The main content area is titled 'Examination Details' and includes 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 first row shows Attempt No 1, Exam Code MBA, Exam Fee Paid, and a Start Exam button.

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA	Paid	<button>StartExam</button>		

## 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 रीफ्रेश 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 ब्रॉडबैंड 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 विद्यार्थ्याचे 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.





## User Manual: MBA/BCA Common Entrance Test




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 ब्राउज़र टैब 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.

The screenshot displays the exam interface with a blue header bar. On the left, it shows 'Q. NO:9' and 'Subject:MBA'. The main area contains a question: 'She forgot to write the apology letter Which tense is used here ?' with four options: A) Progressive, B) Present, C) Continuous, and D) Past. Below the options are four radio buttons labeled A, B, C, and D. To the right of the question is a candidate's photo. Further right is a numeric keypad with numbers 1 through 16. Above the keypad are four colored circles with numbers: 46 (yellow), 4 (grey), 0 (green), and 0 (purple). A red box labeled 'Current Selected Question Number' points to the 'Q. NO:9' text. Another red box labeled 'Total Time Left to complete the Exam' points to the 'Time Left:0:59:46' text in the top right corner of the header bar. At the bottom, there are four buttons: 'Previous' (grey), 'Review Question' (purple), 'End Exam' (dark purple), and 'Save & Next' (green).

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
- First number with light yellow color shows the still not visited question count.
  - Numbers with Light gray color shows the “ total number of visited question count”
  - Numbers with green color shows “total number of Answered” question count.
  - Numbers with dark purple color shows the ‘total number of questions mark for review’

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

**Give antonym of - Extravagance**  
A) More  
B) Waste  
C) Economy  
D) None of the above  
☐ A ☐ B ☐ C ☐ D



36

12

2

1

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

Total Number of Not Visited Questions

Total Number of Visited Questions

Total Number of Answerd Questions

Total Number of Questions Mark for Review

Previous

Review Question

End Exam

Save & Next



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 a blue header bar containing the following information:

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

Below the header, the question is: **Give antonym of - Extravagance**. The options are:

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

Each option is preceded by a radio button. To the right of the question is a video feed of a candidate. Further right is a question grid with 16 numbered circles. The grid shows the following status:

- 36 (yellow)
- 12 (grey)
- 2 (green)
- 1 (purple)
- 1 (purple)
- 13 (purple)
- 15 (yellow)
- 16 (yellow)

Red arrows point from the 'End Exam' button to the 'End Exam' button and from the 'Save & Next' button to the 'Save & Next' button. A red box with the text 'After giving answers of all questions click on "End Exam"' is positioned above 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

Examination Details

Form No : 2024100001

Download Form : Download

Examination Status

Attempt No	Exam Code	Exam Fee	Start Exam	Result	Exam Result
1	MBA			Qualified	<button>Download Result</button>

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

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

Thanks...!!