

MAH BBA CET EXAM DAY GUIDELINES

THE DEFINITIVE CANDIDATE HANDBOOK

State Common Entrance Test Cell, Maharashtra
Official Test Administration Protocol & Operational Instructions
Comprehensive Compliance Guide for Computer-Based Testing

1. Document Compliance & Identity Verification

Verification at the entrance gates and examination labs is subject to strict security protocols. Failure to provide matching documentation will result in immediate disqualification from the testing center.

Mandatory Admit Card Requirements

- **Physical Prints Only:** Candidates must carry printed copies of the MAH BBA/BMS/BBM CET Admit Card to the exam centre. Digital copies on smartphones, tablets, or cloud storage will not be recognized by administrative staff.
- **Photograph Self-Attestation:** A recent passport-sized photograph (identical to the image uploaded during the online registration process) must be firmly pasted onto the designated slot on the document. Candidates must sign across the face of the photograph cleanly (self-attestation).
- **Backup Prints:** It is highly advised to bring two physical copies of the hall ticket alongside 2 additional loose passport photographs to address unexpected logistical discrepancies.

Government Photo Identification Protocols

Candidates must display a valid, non-expired, government-issued original photo identity proof. Photocopies or scanned variations on mobile applications will not suffice. Acceptable identifiers include:

- Aadhaar Card (with visible photograph) / E-Aadhaar printout
- Voter Identity Card
- Driving License
- Passport
- PAN Card

Legal Identity Discrepancies: If a candidate's name has been legally altered due to marriage, adoption, or formal legal processes, they are required to produce corresponding legal documentation—such as a marriage certificate, divorce decree, legal affidavit, or a government gazette notice—at the security checkpoint.

2. Timing Windows & Gate Operations

The State CET Cell enforces strict automated system lockouts. Arrival thresholds must be adhered to without exception.

Reporting Time Guidelines

- **The 60-90 Minute Standard:** Candidates should reach the designated examination centre approximately 60 to 90 minutes before the official test commencement period. This guarantees adequate time for biometric data log-ins, security frisking, and terminal assignment allocation.

- **Absolute Gate Closure:** Check-in desks shut precisely 15 to 30 minutes before the start of the test. Once the local server closes the registration window, invigilators cannot bypass system controls to admit late arrivals.

3. Prohibited Elements & Dress Code

To eliminate unauthorized materials and electronic manipulation, test labs utilize digital signal scramblers and thorough frisking procedures.

Banned Items Checklist

- **Electronic Equipment:** Mobile devices, cellular watches, smart fitness trackers, personal laptops, digital calculators, cameras, Bluetooth receivers, or recording equipment.
- **Calculators & Geometry Materials:** No personal computing tools or mathematical toolboxes are allowed inside the terminal environment.
- **Personal Paper Products:** Books, notebooks, handwritten notes, or personal scrap sheets.

Allowed Stationery & Attire

- **Writing Tools:** Candidates are permitted to bring a simple blue or black ballpoint pen to execute operational sign-ins on the physical attendance rosters.
- **Drafting Worksheets:** All calculating sheets for rough layouts will be distributed dynamically within the server lab. Candidates must transcribe their registered Roll Number on these elements and place them in the designated collection bins before departure.
- **Sartorial Guidelines:** Candidates should opt for minimal, straightforward clothing. Avoid garments with bulky pockets, excessive metal buttons, heavy jewelry, or complicated layered items to expedite the physical scanning workflow.

4. On-Screen System Interface & Testing Strategy

The MAH BBA CET utilizes a centralized Computer-Based Test (CBT) portal environment. Understanding terminal behaviors helps optimize performance.

System Authentication & Login

Upon sitting at your designated computer workstation, you will face an authorization layout screen. Logins follow a standard dual-variable credential system:

- **User Identification Field:** Enter your unique examination Roll Number as annotated on your printed hall ticket.
- **Secure Pin Field:** Use your Date of Birth configured in the strict format of DDMMYYYY unless instructed otherwise by the local lab technician.

Interface Operational Mechanics

Core Matrix Metric	Operational Standard Protocol
Structural Density	100 Independent Multiple-Choice Questions (MCQs) distributed sequentially.
Total Time Window	Exactly 120 Minutes of elapsed time controlled by an on-screen digital countdown matrix.
Evaluation Penalties	No Negative Marking. Incorrect selections incur an assessment rating of absolute zero instead of deductive reductions.
Execution Obligation	Candidates are advised to read instructions carefully before starting the exam and attempt all sections comprehensively. Ensure all questions have an answer state applied before the automatic server expiration.

System Lock and Continuity: In the event of localized terminal hardware faults or screen freezes, candidates must immediately notify an active invigilator. Your exam timer will pause server-side, and you will be reassigned to a backup workstation without any loss of testing time.