ACADEMIC YEAR 2023-24

ADMISSION PROCESS - SY/TY BA/BBA/BCom/BSc/BSc(CS) , MA/MCom Part II

Stage 1: Registration Process

1. For securing admission to SY/TY in the college, students should fill the online form available on the link ***https://cimsstudent.mastersofterp.in*** as per the dates given in the notice. **(**Use Laptop or Desktop to access websites. All features are not available via Mobile.)

2. **For Login Credentials**, if you already know **Username and Password** use that or else Click on **Get Username and Password**.

   a. Enter your **Registered Email ID or Mobile No** (Which is already given during First Year Admission in previous year 2022-23) submits it**.**

   b. After this you will get your login credentials via Email or SMS which is selected by you.

3. With reference to the login credentials **do login** on the same website.

4. From the left-hand side menu click on "**Online Registration**".

5. Edit/Update **Personal Details** and Click on "Save & Next".

6. Edit/Update **Address Details** and Click on "Save & Next".

7. Upload **Photo and Signature** Details and Click on "Save & Next".(**Please keep your scanned Passport size Photograph and Signature ready for upload. Don't Upload Selfies in Photo.)**

8. Select subjects / subject group from the list and Click on "Save & Next" Button.

9. Pay the **Admission Processing Fee 300/-** through **ONLINE** Mode Only.

10. Check the form filled by Clicking on the PREVIEW button, go back and make changes if required. IF no changes then click on the **CONFIRM button**.

11. Click on the "**Print Application**" button. After taking the print-out the student and parent should sign at the end of the admission form at the place provided and submit it along with the required documents and fees to the college to **confirm the admission** as per given schedule.

12. **Candidate can apply for Stage#2 after confirmed registration.**

*NOTE:WHILE FILLING THE FORM STUDENT SHOULD ENSURE INTERNET CONNECTIVITY.

Stage 2: Registration Form Verification Process & Fee Generation

- Form submitted by the candidate will be verified by college office staff.

Stage 3: Admission Fee Payment & Document Submission Process

- After Verification of Registration Form submitted by candidate, candidate will receive Text Message regarding **Form Verification and Course Fee.**
- The Candidate will confirm their admission after **Paying the Admission fee** by **offline** (in College Office) or by **online** mode (link given in the text message).

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