Admission Procedure Booklet

ADMISSION PROCEDURE FOR ACADEMIC YEAR 2024-2025

Please read the following instructions carefully before proceeding to the Admission process.

Stage #1 - REGISTRATION FORM FOR ADMISSION -

1. **Register on the link given on the college website with required documents and admission processing fee.**

Steps for Stage#1:

STEP 1: Click on the link https://enrollonline.co.in/Registration/Apply/ssmmp to fill the **Registration Form** given above.

STEP 2: **Sign up/Register** on the registration portal with active **mobile number and email id**.

STEP 3: **Username and password** created by you will be sent on your mobile number & email id.

STEP 4: Login with the **STEP 3 credentials on the registration portal** and accept the disclaimer/warning to proceed.

STEP 5: Enter **personal, academic details, choose the course you want to take admission for with subject selection and upload all relevant documents** (11th/HSC mark sheets and Caste Certificate as per applicable) as per file size and formats given above.

STEP 6: Pay the **admission processing fee Rs. 300/-** and applicable transaction charges online. (all amount non-refundable)

STEP 7: Complete the registration by tick-marking on terms and conditions and pressing the **Confirm Registration** button.(You can preview your registration form here before clicking on **Confirm Registration** button)

STEP 8: In the next screen, you can print/download a copy of the registration form and a copy of payment receipt. Keep both copies with you for future reference, not to be submitted to college until notified so.(You may sign out of the session here.)

STEP 9: Candidate can apply for **Stage#2** after confirmed registration.

For PAYMENT / TRANSACTION related queries, email us on transactions@siddhivinayakcollege.org [mention name, class, transaction id (if received)]

Hints/Tips for Stage#1:

❖ **Read the e-Prospectus for Course selection carefully.**

❖ **Keep all the required documents available in JPEG/PDF.(File size must be less than 200KB)**

List of Common documents (*)	*Marksheet of latest exam passed *Aadhaar Card *PAN Card *Undertaking by Candidate - Anti- Ragging, College(included with registration form) *Passport size photo of Candidate(scanned copy or image)(.jpg format, size-500kb) *Signature of Candidate(.jpg format, size-300kb) (Hint- sign on a plain paper and take a clear photograph)
List of Other documents	Leaving Certificate(mandatory for other college candidates) Transfer Certificate(mandatory for other college candidates) Migration Certificate(mandatory for other board/university candidates) Gap Certificate(mandatory for candidates with gap in education) Marriage Certificate and gazette copy (mandatory for married candidates, in case of name change) Caste certificate(mandatory for reserved category students as per Government of Maharashtra Rules and Acts) Caste validity Certificate(wherever applicable)(Compulsory for BBA, BSc-CS if applying for scholarship) Domicile Certificate(Domicile within Maharashtra for Scholarship application) Eligibility Form(As per applicable to classes)(included with registration form)
Important Note : It is mandatory to submit <u>original hard copies </u>of certain documents viz leaving certificate, gap certificate and transfer/migration certificates if college demands and whenever opens physically.	

❖ **Keep the e-receipt of the registration fee payment carefully with you.**
❖ **Candidates can register for multiple courses in the course selection menu.**
❖ **Candidates can edit the registration form using the login credentials if the form is not confirmed.**
❖ **Registration form once confirmed cannot be edited by the candidate.**
❖ **Refund rules are applicable as per payment gateway terms and conditions for failed transactions.**
❖ **Candidate can apply for Stage#2 after confirmed registration.**

Stage #2 - Online Form Verification and Payment Configuration by College Office – (No need for candidate/student to visit college for this, unless asked by college.)

Form and Documents verification by College Office
Admission Fee Payment Configuration by College Office **(**Candidate will receive SMS on registered mobile number about fee payment with total fee for the course**.)**

Stage#2 takes two days after Stage#1 registration.

"After at least two days of STAGE#1, GO FOR STAGE#3"

Stage #3 - ADMISSION FEE PAYMENT AND CONFIRMATION-

1. Complete the admission process using the link https://cimsstudent.mastersofterp.in/ .
2. The admission fee payment can be done online (amount available in student profile) as well as offline at college.

Steps for Stage#3:

STEP 1: Click on the link https://cimsstudent.mastersofterp.in/ for the **Stage#3**.

STEP 2: Click on **Get username and password** on the portal with - registered mobile number and/or email id given during Stage#1.

STEP 3: **Username and password** created for you will be sent to your mobile number and/or email id.

STEP 4: Login with the **STEP 3 credentials** on the portal and accept the disclaimer / warning to proceed, if any.

STEP 5: Your **Student Profile** will be open

  a) You can make your **online admission fee payment** here.
  b) You can pay the online fee by clicking on **PAYABLE FEES** option and by selecting the COURSE.
  c) You can also opt for offline **admission fee payment** at college to confirm admission.
  d) Candidates can also make **admission fee payment** online by visiting www.feepayr.com using Send OTP option on **registered mobile number**.
  e) Online transaction charges are applicable.
  f) If a candidate doesn't see any payment amount in login, she can wait for a day or two for an update.

STEP 6:

  a) After **successful payment transaction**, candidate will receive a text message of payment. The payment gateway service provider sends an e-receipt of the **full amount** of online transactions on the candidate's registered email address.
  b) After college verification of the transaction, the candidate will be communicated about her **admission confirmation by appropriate communication channel**.

PLEASE NOTE :

1. CANDIDATE/STUDENT CAN PRINT/ DOWNLOAD ALL THE FORMS AND RECEIPTS IN THIS PROCESS IN RESPECTIVE LOGINS.
2. COLLEGE FEE STRUCTURE IS SUBJECTED TO GOVERNMENT OF MAHARASHTRA/ SPPU/ JOINT - DIRECTOR NOTIFICATIONS AND CIRCULARS FOR ALL COURSES.
3. ALL CANDIDATES/STUDENTS HAVE TO PAY FIXED AMOUNT OF ADMISSION FEE PAYMENT AND THE REMAINING/BALANCE FEE PAYMENT AMOUNT(if any) WILL BE ADJUSTED AS PER GOVERNMENT OF MAHARASHTRA/ SPPU/ JOINT - DIRECTOR NOTIFICATIONS AND CIRCULARS FOR ALL COURSES, ALSO SUBJECTED TO CORRESPONDING SCHOLARSHIPS AND CONCESSIONS.
4. 11TH COMMERCE ADMISSIONS ARE AS PER CENTRALIZED ADMISSION PROCEDURE LIST RECEIVED BY COLLEGE.
5. FOR FYBA, PSYCHOLOGY IS OPTIONAL SUBJECT INTRODUCED IN THIS ACADEMIC YEAR, ITS CONTINUATION TO HIGHER CLASSES IS SUBJECTED TO COLLEGE POLICY FOR NEXT ACADEMIC YEAR ADMISSIONS.
6. For SY/TY BA , AS PER SPECIALIZATION SUBJECT STUDENT HAS TO SELECT TWO SUBJECTS FROM GENERAL SUBJECTS LIST EXCEPT GENERAL SUBJECT PRESENT IN SPECIAL SUBJECT GROUP LIST.
7. CANDIDATE/ STUDENT IS RESPONSIBLE FOR APPLYING FOR SCHOLARSHIPS ON RESPECTIVE PORTALS. LIST OF SCHOLARSHIPS IS GIVEN BELOW:
   CLICK HERE TO DOWNLOAD SCHOLARSHIP DETAILS.
1. CANDIDATES ARE SUGGESTED TO CHECK TEXT MESSAGES SENT BY THE COLLEGE ON THEIR REGISTERED MOBILE NUMBERS.
   For PAYMENT / TRANSACTION related queries , email us on transactions@siddhivinayakcollege.org [mention name, class, transaction id(if received)]
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