The Kelkar Education Trust's
Vinayak Ganesh Vaze College of Arts, Science & Commerce (Autonomous)
Mithagar Road, Mulund- East, Mumbai-400 081.

ONLINE IN-HOUSE ADMISSION

SYBCOM TO TYBCOM

ACADEMIC YEAR 2024-2025

ELIGIBILITY

Those who have CROSS ATKT cannot fill out the admission form.

ADMISSION SCHEDULE

Date of Admission Form Filling with Option Form Filling	23th April 2024 to 24th April 2024
Merit List Declaration	25th April 2024
Payment of Fees	26th April 2024 to 28th April 2024

INSTRUCTIONS FOR ONLINE ADMISSION

Step- 1	Click on https://cimsstudentnewui.mastersofterp.in/StudentLogin/Index to visit the Student Portal and then click on the "Get Username and Password" button given on the screen.
Step -2	You need to enter your registered Mobile Number or Registered Email.
Step- 3	On entering the mobile number, a username and password will be generated and sent to your registered Mobile Number or Email Respectively.
Step -4	Enter the credentials which you have received and click on the Sign option to Successfully Login into the System.
Step- 5	To commence the Online Registration Process, click on the Online Registration Option present on the left-hand side of the screen.

Step- 6	Now click on the Personal Tab present on the left-hand side of the screen. In the first field that is personal, you need to enter your details here like your first name, middle name, last name, email, gender etc. Once you complete filling in the personal details click on "Save and Next Button". **(Please note that all the red mark fields are mandatory.)**
Step- 7	The next page is address details, here you need to fill in your Personal or Local address. Once you complete filling in the address details form click on "Save and Next Button".
Step -8	The next page is the photo and signature page, here you need to Upload Your Photo and Signature. Click on the Upload Photo and Upload Signature and select the valid file. Once you complete uploading the photo and signature then click on "Save and Next Button". (Note: photo size should be a maximum of 500kb and Signature size should be a maximum of 300kb.)
Step- 9	Here you need to upload the required documents one by one. Click on Select Document, select Document Name and click on Add do this for every document and then click on Save & Next.
Step- 10	Here you need to select subject group preference. Click on Please select on the subject group and click on Add which will be your 1st preference do this for your multiple preferences and click on save & next.
Step-11	The next page is confirmed, you need to Confirm All The Details you have filled in because you won't be able to Update/Edit the data after Confirmation. Once you are sure that the details entered by you are true and correct click the "Confirm" Button.
Step- 12	Now to print your application click on the "Print Application" Option present on the left-hand side of the screen. Application form will include all your details such as personal details, academic details, photo-signature etc.
Step- 13	Now to pay your fees click on "Payable Fees" present on the left-hand side of the screen. After clicking on this option, you will get the amount of your fees, click on the "Pay Now" option for payment.
Step -14	Select the amount & Click on the Pay Now option, it will redirect you to the payment gateway.
Step -15	You can pay the amount through various options.

Date: 22.04.2024   **Principal**