

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

S.Y.B.Sc TO T.Y.B.Sc

ACADEMIC YEAR 2025-2026

ELIGIBILITY

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

PLEASE NOTE:-

<u>1. The entire admission process is online.</u>

2. Offline forms are NOT AVAILABLE.

ADMISSION SCHEDULE

Date of Admission Form Filling	21 st May 2025 T0 31 st MAY 2025
Payment of Fees	21 st May 2025 T0 31 st MAY 2025

INSTRUCTIONS FOR ONLINE ADMISSION

Step- 1	Click on <u>https://cimsstudentnewui.mastersofterp.in/</u> 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 (after the display of Merit List) 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.