

Guidelines for Online Application Process for Academic Year
2020-2021

<ul style="list-style-type: none"> Keep your scanned Passport size Photograph, and signature ready for upload. 	
Step 1	Visit college Website
Step 2	Click on Get username and Password.
Step 3	Enter your registered mobile no. After this you will get your login credentials via SMS.
Step 4	If Mobile No is not registered send the mail on smsshettycollegehelpdesk@gmail.com along with your old Mobile Number and New Mobile no in the mentioned email id , so we will change the mobile number and inform accordingly .
Step 5	Once Logged in, Student Dashboard will be visible on the left hand side.
Step 6	click on “Online registration link” listed in the student’s dashboard.
Step 7	Your personal data, as recorded during last year admission will appear. This parameter is editable for changes if any desired by the student. (for e.g. address and mobile, Aadhar Number etc) and Click on 'Save & Next'
Step 8	Upload Photo, Signature and Click on Save & Continue (for signature use a plain paper and with the black pen put your signature and scan it with the help of your mobile.)
Step 9	Add your subject preferences.
Step 10	Accept the terms and submit your registration form.
Step 11	After taking the print out the student as well as parent should sign at the end of the admission form at the place provided and submit it along with the required documents to the college after lockdown and the college start functioning normally after the lockdown.
PAYMENT PROCESS	
Step 12	Google/Feepayr
Step 13	Enter your registered mobile number on which you will receive an OTP
Step 14	Enter the OTP and proceed for payment. Payment of fees, as appeared in the box, can be made using Credit / Debit Card, Net banking etc as shown on the payment gateway.
Step 15	A confirmation message will be displayed after successful payment of fees.
Step 16	To view/ print the receipt: Click go to home page → payment history → detail receipt → print. Also, the receipt will be sent to your registered email id.
Step 17	Admission will be confirmed only when you make the payment

Link for Filling Up Admission form for Second Year And Third Year Forms 2020-2021

<https://cimsstudent.mastersofterp.in/>

