Guidelines for Online Admission Registration.

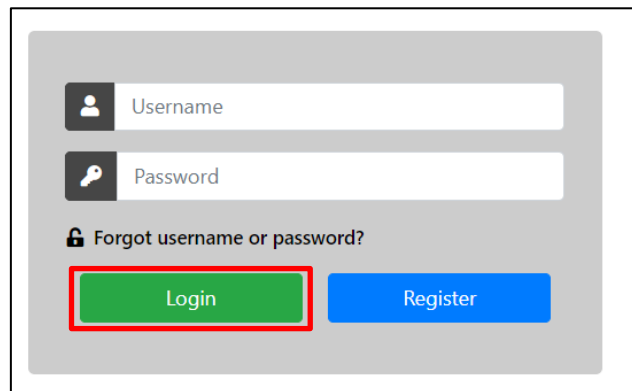List of Document Soft copy should be ready before starting with Online Form Registration

How to reduce size of Documents or Photo for upload:

1. Take photo in your Mobile phone through Camera.

2. Select all photo taken, Send to one contact person on Whatsapp App.

3. Ask the contact person to whom you sent all photos to forward all photos to you back.

4. Go to Photo Gallery on your phone, In "Whatsapp Images" folder you will get reduced sized photo of all document or photo. Use the same photos from "Whatsapp Images" folder while uploading form.

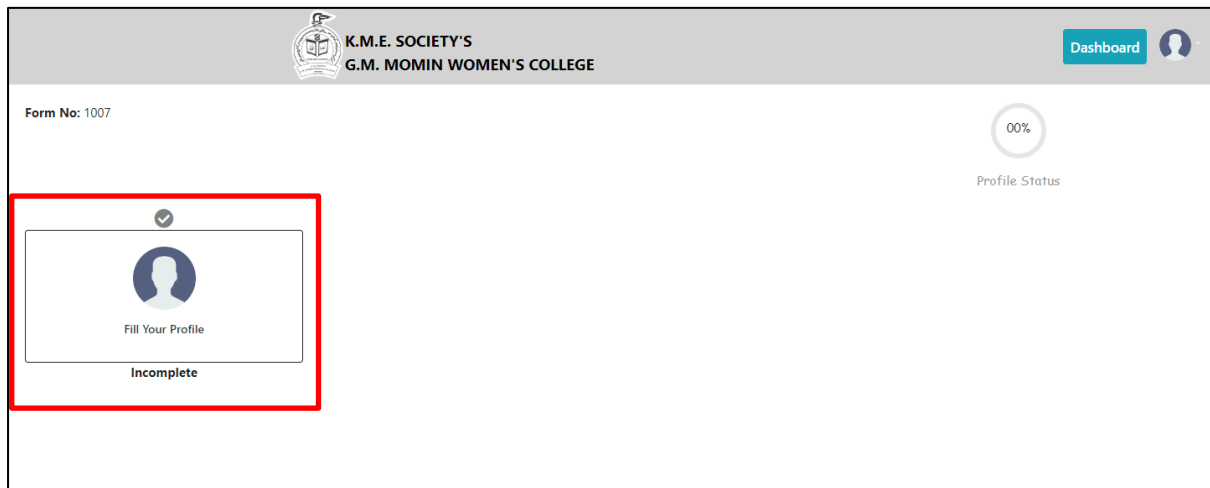Step 1: Student has to on enter Username & Password & Click on Login
FY DEGREE – USERNAME & PASSWORD is given on Brochure
SY & TY DEGREE – Student ID No on your ID Card is Username & Password for eg – If student ID NO is 2001 than USERNAME is 2001 & Password is 2001

Step 2: Click on "**Fill your Profile**" tab.

<u>Step 3:</u> Fill all personal details

<u>Step 4 CONTINUE…:</u> Upload Passport size photo & Signature. Photo & Signature should be Only JPG or PNG format file (Size less than 500 KB) and Click on "**SAVE**"

<u>Step 4 CONTINUE…:</u> Verify all details filled & Click on "**SAVE & NEXT**"
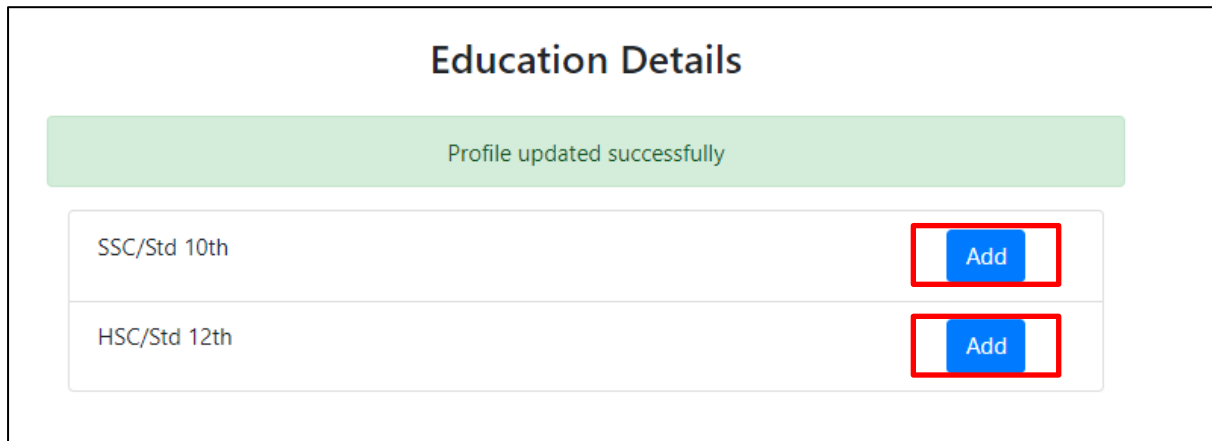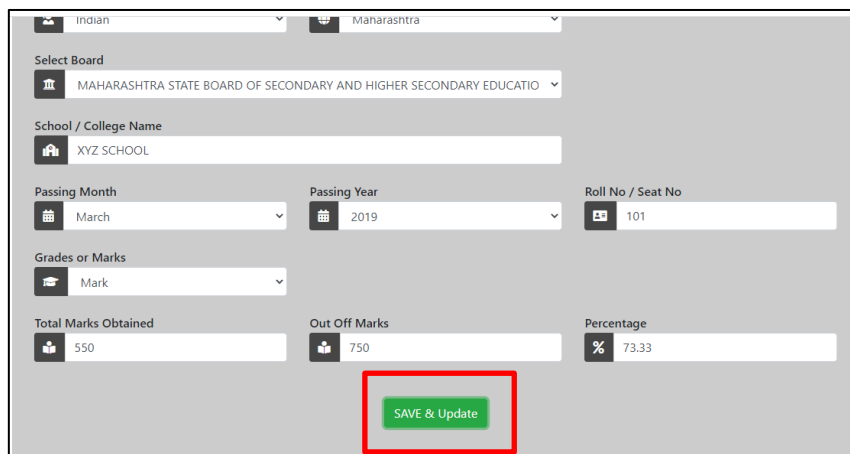
Step 5: You will be directed to Next Page "Education Details" or Click on Academic Details tab on Dashboard. Click on Add to fill details
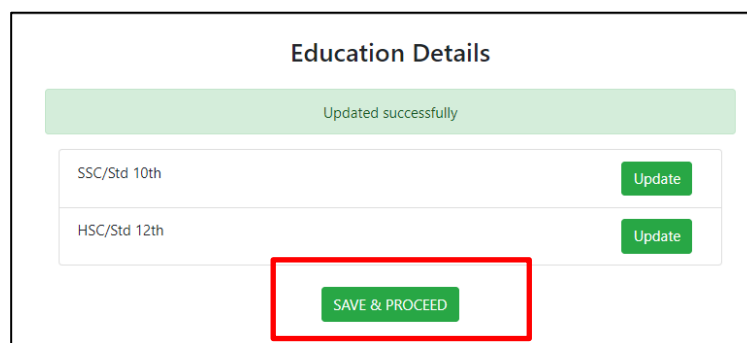
Step 6: Fill all details click on "**SAVE & UPDATE**" button.

Step 6 Continue…: After successfully filling details, click on "**SAVE & PROCEED**" button

Step 7: You will be directed to Next Page "Upload Documents" or Click on "Upload Documents" tab on Dashboard. Read below important points without fail

1. Student must read carefully document format "PDF OR JPG OR PNG" and document size "Size less than 500 KB" before uploading any document.
2. Student must upload proper scan copy of documents required otherwise document will be rejected & student has to upload again.

Upload all documents and click on "**SAVE**" button then student will redirect to dashboard page.

Upload Documents

10th Marksheet* (Compulsory) ✅	12th Marksheet* (Compulsory) ✅
Choose File document 2.jpg	Choose File document 2.jpg
Only PDF/JPG/PNG file (Size less than 500 KB)	Only PDF/JPG/PNG file (Size less than 500 KB)

12th Leaving Certificate* (Compulsory) ✅	Aadhar Card* (Compulsory) ✅
Choose File document 2.jpg	Choose File document 2.jpg
Only PDF/JPG/PNG file (Size less than 500 KB)	Only PDF/JPG/PNG file (Size less than 500 KB)

| Migration Certificate (Optional) ✅ | Caste Certificate (Optional) |
(If Student 12th (HSC) Pass in Outside Maharashtra Board)	(If Student Admission in Reserve Category)
Choose File document 2.jpg	Choose File No file chosen
Only PDF/JPG/PNG file (Size less than 500 KB)	Only PDF/JPG/PNG file (Size less than 500 KB)

| Income Certificate (Optional) | Dimicile Certificate (Optional) |
(If Student Admission in Reserve Category)	(If Student Admission in Reserve Category)
Choose File No file chosen	Choose File No file chosen
Only PDF/JPG/PNG file (Size less than 500 KB)	Only PDF/JPG/PNG file (Size less than 500 KB)

| Physical Disability Certificate (Optional) | ABC ID certificate (Optional) |
(If Student Admission in Physical Disability Category)	
Choose File No file chosen	Choose File No file chosen
Only PDF/JPG/PNG file (Size less than 500 KB)	Only PDF/JPG/PNG file (Size less than 500 KB)

SAVE

Step 8: You will be directed to Dashboard, click on "**Select Your Course**" tab.

K.M.E. SOCIETY'S
G.M. MOMIN WOMEN'S COLLEGE

Dashboard

Documents uploaded successfully

Form No: 1005
KHAN SAJID ABC

75%
Profile Status

✅	✅	✅	✔
Fill Your Profile	Academic Details	Upload Documents	Select Your Course
Completed	Completed	Completed	Incomplete

Step 8 Continue…: You will be directed to "Select Your Course" page. Select Class then Select your Subjects/Category. Click on "**SELECT**" button.

K.M.E. SOCIETY'S
G.M. MOMIN WOMEN'S COLLEGE

Dashboard

Select Your Course

Select Class
FYBSC ▾   Submit

CLASS	SPECIALIZATION	SUBJECTS	SELECT COURSE
FYBSC	PCM	• FOUNDATION COURSE I • PHYSICS • CHEMISTRY • MATHEMATICS	SELECT
FYBSC	CBZ	• FOUNDATION COURSE I • CHEMISTRY • BOTANY • ZOOLOGY	SELECT

Step 9 : Click on "**SUBMIT**" button to complete admission form submission.

ADMISSION FORM

STREAM: SCIENCE

CLASS: FYBSC

SPECIALIZATION: PCM

SUBJECTS:
- FOUNDATION COURSE I
- PHYSICS
- CHEMISTRY
- MATHEMATICS

SUBMIT

Step 10: After College approves your application, you will get below SMS on your registered mobile number. Click on Link given in SMS and Login with Username and Password which you used at the time of admission form filling to pay fees

K.M.E. SOCIETY'S
G.M. MOMIN WOMEN'S COLLEGE

Dashboard

Form No: 1001
SAJID KHAN ABDUL SALAM

100%
Profile Status

Fill Your Profile
Completed

Academic Details
Completed

Upload Documents
Completed

Select Your Course
Completed

Pay Fees

Print Application Form

DOCUMENT REJECT GUIDELINE

Step 11: IF student received below SMS that means document submitted with admission form is rejected. Follow step 12 & 13 to Re-upload document rejected

Dear Applicant, Your application form is rejected kindly Re-Upload the document in "UPLOAD DOCUMENTS" TAB,Login to upload- bit.ly/3fwR0k0 . KMCC College

07:45 PM airtel AX-PWRSTU

Step 12: Click on link given in SMS , Login with Username & Password and Click on "**UPLOAD DOCUMENTS**" Tab.

Step 13: Those document rejected will have comment with Blue Colour, student has to upload only those document again.