

# M.O.P. VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

## PROCEDURE FOR ONLINE APPLICATION

### Steps in filling online application form

#### 1. NEW USER REGISTRATION :

Select the “user name registration” link and that will ask for the email id and mobile number of the applicant. Email id – being distinct for each user that will be the user name and the password has to be given and confirmed (pls don't give your actual email password – give a different password only for this login). Press “Registration confirmation” and the system will confirm that the user name is registered.

System will send an SMS confirmation code to the applicant. This code has to be used for first time login. In case SMS is not received properly, user can request for the SMS code to be sent again for which provision is made in the software. For subsequent login user can use their email id as user name and the password they had given at the time of registration.

#### 2. SELECTION OF COURSE & ONLINE PAYMENT OF APPLICATION FEES:

When the user logs in the first time, all courses available in the college for Shift I and Shift II will be displayed along with the application fees payable and the applicant can select one or more courses she wishes to apply and then proceed to make online payment. Once the payment process is initiated, system will give the Transaction id and the user has to make a note of “Transaction number” for any future clarification on payment status. User can pay the application fees online using credit / Debit card or Net banking option. Process is self explanatory. After completing the payment process, system will give the payment confirmation slip and the same can be printed using the browser print option. User can proceed to fill up the application details after the payment process is successful.

In case user does not receive any confirmation regarding payment status – there can be two possibilities.

- **First** - user bank account was not debited for payment, then they can login again using their user name (email id) and password and proceed to make the payment until the payment confirmation is received.
- **Second** – User account was debited in their bank or in debit/credit card, but the user still did not get the Payment confirmation, then applicant can make use of the Payment Update option available in his/her login or call the college office with the Transaction id and they will advise the user how to login and fill up the application. This will take 24 hours for getting the confirmation status from the Payment Gateway Company. However efforts will be made to get the information faster so that the user can fill up their application. Please note TRANSACTION ID is very important for this purpose. No assistance can be given if TRANSACTION id is not available.

**HOWEVER, APPLICATION FEES ONCE PAID IS NOT REFUNDABLE UNDER ANY CIRCUMSTANCE. Do not make additional attempt to make payment. In case duplicate/multiple/extra payment is made, college is not responsible. Exercise caution before making PAYMENT.**

**3. FILLING UP OF ONLINE APPLICATION:**

Once the payment is confirmed, system will prompt the user to proceed to fill up the application. User has to fill up all the details of the application and finally submit the same. Instructions for filling of application is given in the application page and the user has to carefully fill up all the columns. Incomplete or giving of wrong details in the application, will lead to rejection.

**4. FILLING UP OF MARKS:**

After the plus 2 results are declared the applicant should enter all the marks details. Application without marks will be rejected.

**5. DOWNLOAD HALL TICKET:**

Hall tickets for the entrance examinations for the applicable courses must be downloaded and to be brought to the entrance examination after affixing passport size photograph of the applicant. Filling of application by itself does not guarantee any seat to applicant and once the selection Process is completed, selected applicants will only be intimated.

In case of any difficulty applicants are advised to contact administrative office on any working day between 10 am to 4 pm or mail to [mop2018admissions@gmail.com](mailto:mop2018admissions@gmail.com)

**Applicants can login any time and fill up all the details of the application.** They can also apply for additional courses. Name of the applicant (as per Plus2 marksheet) once entered and submitted cannot be edited. Any other change in details of application after submission of Plus2 marks is not entertained.