

Deccan Education Society's
Kirti M. Doongurse College of Arts, Science and Commerce
Guidelines for Online Application Process for
Self – Finance Courses
(BSc (CS, IT, Biotech), BCom (Accounts and Finance), BMS, BAMMC / BMM)
Academic Year 2020-2021

Note:	
<ol style="list-style-type: none"> 1. First Fill the anti-ragging Form by clicking on this link: – ANTI – RANGGING FORM 2. Please Upload the Necessary Documents as listed below. Clear JPG/PDF file to be uploaded 3. Please keep your scanned Passport size Photograph, and signature ready for upload. Do Not Upload Selfies in Photo 	
A. APPLICATION FILLING (REGISTRATION) PROCESS	
Step 1	Click on the URL: ONLINE APPLICATION
Step 2	For Login Credentials, if the student already knows login ID and pwd, he will use login or else 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	Once Logged in, Student Dashboard will be visible on the left-hand side.
Step 5	Click on “Online registration link” listed in the student’s dashboard.
Step 6	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 7	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 8	Accept the terms and submit your registration form.
Step 9	Upload the Necessary Document without fail. Please find the path for document uploading Path for Document uploading: – Profile – – – –> Students Document Upload.
Step 10	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.

IMPORTANT NOTE:

1. Kindly upload all the necessary documents mention.
2. Caste Students should without fail upload necessary document for Scholarship
3. Anti – Ragging Form Should be Filled and Submitted along with Admission form and document uploaded online for Verification
4. **You shall receive an SMS for payment of fees as per the admission schedule.**
5. **Admission will be confirmed only when you make the payment.**

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B. PAYMENT PROCESS	
Step 1	After verification and confirmation of your registration details, you shall receive a SMS for payment of fees.
Step 2	Please Click on the Link below mentioned link for Fees Payment <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">ONLINE PAYMENT OF FEES</div>
Step 3	Enter your registered mobile number on which you will receive an OTP
Step 4	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 5	A confirmation message will be displayed after successful payment of fees.
Step 6	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 7	Admission will be confirmed only when you make all the Demand payment

C. FOR ANY QUERIES																						
<p>1. Incase students have any genuine query regarding their admission, please contact the following faculty members between 11am to 2pm.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Course</th> <th style="width: 33%;">Name of Faculty</th> <th style="width: 33%;">Contact Number</th> </tr> </thead> <tbody> <tr> <td>BSc(Computer Science)</td> <td>Rakesh Koendar</td> <td>9820953162</td> </tr> <tr> <td>BSc(Information Technology)</td> <td>Swapnali Patil</td> <td>9619045358</td> </tr> <tr> <td>BSc(Biotechnology)</td> <td>Pooja Kamble</td> <td>9757499723</td> </tr> <tr> <td>BCom(Accounts and Finance)</td> <td>Ashwin Jawaria</td> <td>9029619193</td> </tr> <tr> <td>BAMMC</td> <td>Neeraj Kumar</td> <td>9867686584</td> </tr> <tr> <td>BMS</td> <td>Priyanka Jinagouda</td> <td>7588578488</td> </tr> </tbody> </table> <p>2. For Queries regarding admission process (strictly between 11 am to 5.00 pm) contact: Mr. Amit Vast – Mobile No 9833272546</p> <p>3. For any technical support contact via email: <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">E – mail : TECHNICAL SUPPORT</div></p> <p style="text-align: center;">*****</p>		Course	Name of Faculty	Contact Number	BSc(Computer Science)	Rakesh Koendar	9820953162	BSc(Information Technology)	Swapnali Patil	9619045358	BSc(Biotechnology)	Pooja Kamble	9757499723	BCom(Accounts and Finance)	Ashwin Jawaria	9029619193	BAMMC	Neeraj Kumar	9867686584	BMS	Priyanka Jinagouda	7588578488
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